

U. S. Fish and Wildlife Service

Servicewide

EEOC MD 715 Plans



FY 2010

**Federal Agency Annual EEO Program Status Updated Report
FY 2010**

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**EEOC FORM
715-01 PART A - D**

U.S. Equal Employment Opportunity Commission

U. S. Fish and Wildlife Service's Annual EEO Program Status Report

For the period covering October 1, 2009 to September 30, 2010

PART A Department or Agency Identifying Information	1. Agency		1. U. S. Department of the Interior (DOI)	
	1.a. 2 nd level reporting component		1.a. U. S. Fish and Wildlife Service	
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. 1849 C Street, N. W.	
	3. City, State, Zip Code		3. Washington, DC 20240	
	4. CPDF Code	5. FIPS Code	4. IN15	5. 1448
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		1. 8,579	
	2. Enter total number of temporary employees		2. 1,661	
	3. Enter total number employees paid from non-appropriated funds		3. Not applicable	
	4. Total Employment [add lines B 1 through 3]		4. 10,240	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Rowan W. Gould, Acting Director	
	2. Agency Head Designee		2. Rowan W. Gould, Acting Director	
	3. Principal EEO Director/Official Official Title/series/grade		3. Inez Uhl, EEO Officer	
	4. Title VII Affirmative EEO Program Official		4. Carolyn McGuire, EEO Specialist	
	5. Section 501 Affirmative Action Program Official		5. Inez Uhl, EEO Officer	
	6. Complaint Processing Program Manager		6. Cynthia Darden, Complaints and Compliance Manager	
	7. Other Responsible Staff		7. Charles Davis, Statistician Duane Harris, EEO Specialist Julia Bumbaca, Disability and Veterans Employment Program Manager Jody Thomas, EEO Specialist Ruby Nweke, Equal Opportunity Assistant	

**EEOC FORM
715-01 PART A - D**

U.S. Equal Employment Opportunity Commission

U. S. Fish and Wildlife Service's Annual EEO Program Status Report

PART D List of Subordinate Components Covered in this Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	Region 1, Portland, Oregon	IN1501	1448
	Region 2, Albuquerque, New Mexico	IN1502	1448
	Region 3, Twin Cities, Minnesota	IN1503	1448
	Region 4, Atlanta, Georgia	IN1504	1448
	Region 5, Hadley, Massachusetts	IN1505	1448
	Region 6, Denver, Colorado	IN1506	1448
	Region 7, Anchorage, Alaska	IN1507	1448
	Region 8, Sacramento, California	IN1508	1448
	Region 9, Arlington, Virginia	IN1509	1448

EEOC Forms and Documents Included with this Report			
Executive Summary [FORM 715-01 PART E], that includes:	X	Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	X
Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects.	N/A
Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	Organizational Chart	X

**EEOC FORM
715-01 PART E**

U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
For the period covering October 1, 2009 to September 30, 2010**

EXECUTIVE SUMMARY

Agency Mission

The U.S. Fish and Wildlife Service (FWS) is the principal Federal agency responsible for conserving, protecting, and enhancing fish, wildlife, and plants and their habitats for the continuing benefit of the American people.

Summary Plan of Objectives and Accomplishments

The FWS report outlines progress throughout the fiscal year toward rectifying program deficiencies and barriers at FWS. This report also delineates planned actions necessary to address and/or eliminate the identified program deficiencies and barriers. Finally, the report outlines the accomplishments toward rectifying these program deficiencies. An analysis of FWS workforce for FY 2010 was conducted to complete this report.

While FWS made progress in FY 2010, there are areas of concentration that will remain the same. In line with the Equal Employment Opportunity Commission (EEOC), the Department of the Interior (DOI) and FWS Director focus to increase the workforce of individuals with targeted disabilities, the focus addressing individual with disabilities was amended. The following are areas which FWS set forth as diversity goals for FY 2010:

- Increase the participation of Asians in the FWS total permanent workforce.
- Increase the participation of Blacks in the FWS total permanent workforce.
- Increase the participation of Asians, Blacks, and Hispanics in the professional biology series.
- Increase the participation of women in our mission critical law enforcement officer occupations.
- Increase the participation of persons with targeted disabilities.

Throughout FY 2010, the Director incorporated additional diversity goals which are summarized here within.

- Increase the participation of men in professional and administrative occupations.
- Increase the participation of women and other racial groups in technical and blue collar occupations.
- Increase the participation of women and other racial groups in the FWS senior workforce.

Increase the participation rate of Asians, Black and women in professional biology.

At the beginning of the fiscal year the participation of Blacks, Asians and women were well below the CLF in our professional biology permanent workforce. The difference of the CLF discrepancy for Blacks was 1.3% lower; the discrepancy for Asians was 6.6% lower; and, the discrepancy for women as a group was 10.3% lower. During FY 2010, we hired 255 professional biologists and selected an additional 46 internally from other occupations, increasing our professional biology workforce by 3.3%.

As Table 1 shows, during the fiscal year we hired only 1 Black, leaving the participation of Blacks unchanged. We also hired 3 Asians and separated 5, for a net loss of 2 Asians. This difference of 2 was significantly below the expected 18 Asians anticipated by our statistical model. Although we selected an additional Asian from another occupation, the participation of Asians declined by 0.1%.

Our efforts to increase the participation of women in professional biology were more successful. We hired 16 minority women and separated 3, for a net increase of 13. Although the actual 13 hired was somewhat lower than the 17 expected by our statistical model, the difference was not significant. The result was a 0.2% increase in the participation of minority women. We also hired 99 White women, and separated 42, for a net increase of 57. This increase was significantly above the 41 anticipated by our statistical model. We also internally selected 16 White women to fill professional biology positions and lost 8 to other series. The upshot was a substantial 0.7% increase in the participation of White women.

**Table 1: U.S. Fish & Wildlife Service - FY 2010
Accessions and Separations of Professional Biologists and Biology Students - Permanent Workforce**

RNO	Accessions		Separations		Net		Internal Selections			CLF	Participation		Change	
	Actual	Expected	Actual	Expected	Actual	Expected	Joined	Left	Net		9/30/2009	9/30/2010	Actual	Expected
BLACK	1	8		3	1	5				3.0%	1.6%	1.6%	0.0%	0.1%
HISPANIC	14	10	2	8	12*	2	1	1		4.0%	4.8%	5.0%	0.2%	-0.1%
ASIAN	3	21	5	3	-2*	18	1		1	8.2%	1.6%	1.5%	-0.1%	0.4%
NHOPI										0.1%	0.1%	0.1%	0.0%	0.0%
AIAN	4	2	4	3		-1				0.6%	2.0%	2.0%	0.0%	-0.1%
TWO RACES	3	4		2	3	2				1.6%	1.1%	1.1%	0.0%	0.0%
WHITE WOMEN	99	88	42	47	57*	41	16	8	8	34.5%	29.3%	30.0%	0.7%	0.3%
WHITE MEN	131	122	109	96	22	26	28	5	23	48.0%	59.5%	58.7%	-0.8%	-0.7%
WOMEN	115	111	45	54	70	57	17	9	8	43.5%	33.2%	34.2%	1.0%	0.6%
MINORITY WOMEN	16	23	3	6	13	17	1	1		9.0%	4.0%	4.2%	0.2%	0.3%
MINORITY	25	45	11	18	14*	27	2	1	1	17.5%	11.2%	11.3%	0.2%	0.4%
TOTAL	255		162		93		46	14	32					

Notes: (1) Expected counts are based on binomial selection for accessions with p equal to the CLF and hyper geometric selection from the relevant permanent workforce at the beginning of FY 2010 for separations. An asterisk (*) in the Net-Actual column indicates that the obtained result departs significantly from this model with $p < 0.05$. (2) Expected percentages in the Change columns are based on net expected counts from accessions and separations increased by the net from internal selections. These provide an indication of the "opportunity loss" (i.e., what might have been obtained if accessions and separations had been consistent with the statistical model).

Increase the participation rate of Blacks and women in our law-enforcement-officer workforce.

At the beginning of the fiscal year the participation of Blacks and women were well below the CLF in our law enforcement officer workforce. The difference of the CLF discrepancy for Blacks was 8.3% lower, and the discrepancy for women as a group was 10.8% lower. During FY 2010, we hired 39 law enforcement officers and selected an additional 7 internally from other occupations, increasing our law enforcement officer workforce by 6.6%.

As Table 2 shows, during the fiscal year we hired 0 Blacks from outside, but internally selected 1 Black woman from another occupation. The result was a 0.1% increase in the participation of Blacks. We also hired 4 other women (1 AIAN woman, 2 White women, and 1 woman identifying with 2 or more races) and internally selected 2 White women from other occupations. The net effects were increases of 0.6% in the participation of minority women and of 0.1% in the participation of White women.

Table 2: U.S. Fish & Wildlife Service - FY 2010 Accessions and Separations of Law Enforcement Officers - Permanent Workforce														
RNO	Accessions		Separations		Net		Internal Selections			CLF	Participation		Change	
	Actual	Expected	Actual	Expected	Actual	Expected	Joined	Left	Net		9/30/2009	9/30/2010	Actual	Expected
BLACK WOMEN		1				1	1		1	3.6%	0.0%	0.2%	0.2%	0.4%
BLACK MEN		3				3				7.0%	1.9%	1.8%	-0.1%	0.5%
HISPANIC WOMEN		1				1				2.0%	0.7%	0.7%	0.0%	0.2%
ASIAN WOMEN										0.3%	0.5%	0.4%	-0.1%	-0.1%
NHOPI WOMEN										0.0%	0.0%	0.0%	0.0%	0.0%
AIAN WOMEN	1				1					0.1%	0.0%	0.2%	0.2%	0.0%
TWO-RACE WOMEN	1				1					0.3%	0.2%	0.4%	0.2%	0.0%
WHITE WOMEN	2	6	1	2	1	4	2		2	14.7%	8.8%	8.9%	0.1%	0.8%
WHITE MEN	32	24	15	15	17*	9	6		6	62.3%	74.6%	75.1%	0.5%	-1.3%
OTHER MEN	3	4	4	3	-1	1	1	1		9.7%	13.3%	12.2%	-1.1%	-0.6%
WOMEN	4	8	1	2	3	6	3		3	21.0%	10.2%	10.9%	0.7%	1.4%
MINORITY WOMEN	2	2			2	2	1		1	6.3%	1.4%	2.0%	0.6%	0.6%
TOTAL	39		20		19		10	1	9					

Notes: (1) Expected counts are based on binomial selection for accessions with "p" equal to the CLF and hyper-geometric selection from the relevant permanent workforce at the beginning of FY 2010 for separations. An asterisk (*) in the Net-Actual column indicates that the obtained result departs significantly from this model with $p < 0.05$. (2) Expected percentages in the Change columns are based on net expected counts from accessions and separations increased by the net from internal selections. These provide an indication of the "opportunity loss" (i.e., what might have been obtained if accessions and separations had been consistent with the statistical model).

Increase the participation rate of men in our professional & administrative occupations (excluding professional biologists and law enforcement officers).

At the beginning of the fiscal year, the participation of men in our Professional and Administrative workforce was well below the CLF. The difference in the CLF discrepancy for minority men was 2.7% lower and the discrepancy for White men was 6.5% lower.

During FY 2010, we hired 234 employees into our permanent professional and administrative workforce and internally selected an additional 68 from other occupations, increasing our permanent professional and administrative workforce by 6.4%.

As Table 3 shows, during the fiscal year we hired 25 minority men and internally selected 1 additional, for a net increase in the participation of minority men of 0.2%. We also hired 91 White men and internally selected an additional 16, for a net increase in the participation of White men of 0.2%. Together, the participation of all men in our permanent administrative and professional workforce increased by 0.5%. Hiring of men in every RNO group was consistent with the CLF. However, the participation of Hispanic men declined by 0.1%, this decline was not statistically significant.

**Table 3: U.S. Fish & Wildlife Service - FY 2010
Accessions and Separations in the Professional & Administrative Permanent Workforce
(excludes professional biologists and law enforcement officers)**

RNO	Accessions		Separations		Net		Internal Selections			CLF	Participation		Change	
	Actual	Expected	Actual	Expected	Actual	Expected	Joined	Left	Net		9/30/2009	9/30/2010	Actual	Expected
BLACK MEN	10	8	2	4	8	4				3.6%	2.8%	3.0%	0.2%	0.0%
HISPANIC MEN	5	8	5	3		5		1	-1	3.3%	2.5%	2.3%	-0.2%	0.0%
ASIAN MEN	5	6	1	2	4	4				2.7%	1.2%	1.3%	0.1%	0.1%
NHOPI MEN										0.1%	0.0%	0.0%	0.0%	0.0%
AIAN MEN	2	1	1	2	1	-1				0.3%	1.2%	1.2%	0.0%	-0.1%
TWO-RACE MEN	3	2			3	2	1		1	0.8%	0.3%	0.5%	0.2%	0.1%
WHITE MEN	91	95	40	45	51	50	16	15	1	40.6%	34.2%	34.4%	0.2%	0.1%
MINORITY MEN	25	25	9	11	16	14	1	1		10.8%	8.1%	8.3%	0.2%	0.1%
MEN	116	120	49	56	67	64	17	16	1	51.4%	42.2%	42.7%	0.5%	0.3%
WHITE WOMEN	94	86	72	59	22	27	33	14	19	36.8%	44.4%	43.5%	-0.9%	-0.7%
MINORITY WOMEN	24	28	11	17	13	11	18	3	15	11.7%	13.4%	13.8%	0.4%	0.3%
WOMEN	118	114	83	76	35	38	51	17	34				-0.5%	-0.4%
MINORITY	49	53	20	28	29	25	19		19	22.5%	21.5%	22.1%	0.6%	0.4%
TOTAL	234		132		102		68	33	35					

Notes: (1) Expected counts are based on binomial selection for accessions with p equal to the CLF and hyper geometric selection from the relevant permanent workforce at the beginning of FY 2010 for separations. An asterisk (*) in the Net-Actual column indicates that the obtained result departs significantly from this model with $p < 0.05$. (2) Expected percentages in the Change columns are based on net expected counts from accessions and separations increased by the net from internal selections. These provide an indication of the "opportunity loss" (i.e., what might have been obtained if accessions and separations had been consistent with the statistical model).

Increase the participation rate of women and members of minority groups in our technical and blue collar occupations.

At the beginning of the fiscal year the participation of women and minorities in our technical and blue collar workforce are well below the CLF. The difference in the CLF discrepancy for women was 16.4% lower and the discrepancy for minorities was 8.8% lower.

During FY 2010 we hired 92 employees into our permanent technical and blue collar workforce and internally selected an additional 2 from other occupations, shrinking our permanent technical & blue collar workforce by 1.6%.

Despite substantial hiring, our efforts on this objective were largely unsuccessful. As Table 4 shows, during the fiscal year we hired 0 minority women, leaving the participation of minority women unchanged. This was significantly below the 5 minority women expected by our statistical model. We hired 6 minority men, separated 7, and selected 1 for another occupation, leaving the participation of minority men unchanged as well. Finally, we hired 7 White women, separated 6, and selected an additional 5 for other occupations, for a net loss of 4. This was significantly below the 6 in White women expected by our statistical model resulting in a 0.3% decline in the participation of White women.

**Table 4: U.S. Fish & Wildlife Service - FY 2010
Accessions and Separations of Technical and Blue Collar Employees - Permanent Workforce**

RNO	Accessions		Separations		Net		Internal Selections			CLF	Participation		Change	
	Actual	Expected	Actual	Expected	Actual	Expected	Joined	Left	Net		9/30/2009	9/30/2010	Actual	Expected
BLACK		7	1	2	-1*	5				7.7%	2.0%	1.9%	-0.1%	0.5%
HISPANIC	1	8	2	6	-1	2		1	-1	9.2%	7.1%	7.1%	0.0%	0.3%
ASIAN		4		1		3				4.2%	0.9%	0.9%	0.0%	0.3%
NHOPI										0.1%	0.1%	0.1%	0.0%	0.0%
AIAN	3	1	4	4	-1	-3				1.0%	4.7%	4.7%	0.0%	-0.2%
TWO RACES	2	2			2	2				1.6%	0.3%	0.5%	0.2%	0.2%
WHITE WOMEN	7	16	6	5	1*	11		5	-5	17.1%	6.4%	6.1%	-0.3%	0.6%
WHITE MEN	79	54	65	61	14*	-7	2	27	-25	59.0%	78.5%	78.8%	0.3%	-1.7%
WOMEN	7	22	6	6	1*	16		5	-5	23.5%	7.1%	6.8%	-0.3%	1.1%
MINORITY WOMEN		6		1	0*	5				6.4%	0.7%	0.7%	0.0%	0.5%
MINORITY MEN	6	16	7	11	-1	5		1	-1	17.5%	14.4%	14.5%	0.0%	0.6%
MINORITY	6	22	7	12	-1*	10		1	-1	23.9%	15.1%	15.2%	0.1%	1.1%
TOTAL	92		78		14		2	33	-31					

Notes: (1) Expected counts are based on binomial selection for accessions with p equal to the CLF and hyper geometric selection from the relevant permanent workforce at the beginning of FY 2010 for separations. An asterisk (*) in the Net-Actual column indicates that the obtained result departs significantly from this model with $p < 0.05$. (2) Expected percentages in the Change columns are based on net expected counts from accessions and separations increased by the net from internal selections. These provide an indication of the "opportunity loss" (i.e., what might have been obtained if accessions and separations had been consistent with the statistical model).

Increase the participation rate of women and members of minority groups in our senior workforce (i.e., GS13 through SES).

At the beginning of the fiscal year the participation of women and minorities in our senior workforce was well below their participation in the professional and administrative workforce as a whole. The difference in the CLF discrepancy for women as a group was 6.0% lower and the discrepancy for minorities as a group was 1.3% lower.

During FY 2010, we hired 86 employees into our permanent senior workforce and internally promoted an additional 171 from GS-12 positions, increasing our permanent senior workforce by 7.5%.

Our efforts to increase the participation of women were quite successful. As Table 5 shows, during the fiscal year we hired 5 minority women, promoted another 17 from GS-12 positions, and separated only 2 for a net increase of 20. The upshot was a 0.7% increase in the participation of minority women in our senior workforce. We also hired 30 White women, promoted 48 from GS-12 positions, and separated 35, for a net increase of 43 White women. This increased the participation of White women by 0.3%. Therefore, the overall participation of women in our senior workforce was increased by 1.0%.

Our efforts to increase the participation of minority men in our senior workforce were less than successful. As Table 5 shows, we hired only 4 minority men, promoted another 4 from GS-12 positions, and separated 11, for a net loss of 3. This reduced the participation of minority men in our senior workforce by 0.8%.

Table 5: U.S. Fish & Wildlife Service - FY 2010 Accessions, Separations, and Promotions into the Senior Workforce (GS-13 thru SES) - Permanent Workforce										
RNO	Accessions	Promote Into		Separations		Net	All Prof & Admin	Participation		
	Actual	Actual	Expected	Actual	Expected	Actual		9/30/2009	9/30/2010	Change
BLACK	6	5	5	3	4	8	3.6%	3.4%	3.6%	0.2%
HISPANIC	1	10	8	3	6	8	5.3%	4.8%	4.9%	0.1%
ASIAN		4	3	4	2		2.0%	1.8%	1.7%	-0.1%
NHOPI							0.2%	0.1%	0.1%	0.0%
AIAN	2	1	3	3	2		2.3%	1.9%	1.7%	-0.2%
TWO RACES		1	2		1	1	0.8%	0.9%	0.9%	0.0%
WHITE WOMEN	30	48	53	35	34	43	33.1%	28.7%	29.0%	0.3%
WHITE MEN	47	102	97	71	69	78	52.6%	58.3%	58.1%	-0.2%
WOMEN	35	65	64	37	40	63	39.5%	33.5%	34.5%	1.0%
MINORITY WOMEN	5	17	11	2	6	20	6.4%	4.8%	5.5%	0.7%
MINORITY MEN	4	4	11	11	10	-3	7.9%	8.2%	7.4%	-0.8%
MINORITY	9	21	21	13	15	17	14.3%	13.0%	12.9%	-0.1%
TARGETED	1	2	1		1	3	0.8%	0.9%	0.9%	0.0%
NON- TARGETED	4	6	10	6	7	4	5.0%	5.7%	5.4%	-0.3%
TOTAL	86	171		119		138				

Notes: (1) Expected counts are based on hyper geometric selection from the GS-12 permanent workforce at the beginning of FY 2010 for promotions and hyper geometric selection from the senior workforce at the beginning of FY 2010 for separations, increased by any accessions. (2) Without a senior-level CLF, here we adopt FWS's total permanent Professional and Administrative workforce as a standard for the senior workforce. Ideally, FWS's senior workforce would be indistinguishable from FWS's total permanent Professional and Administrative workforce in terms of RNO, gender, and disability status.

Increase the participation rate of persons with targeted disabilities.

At the beginning of the fiscal year the participation of persons with targeted disabilities at FWS was 1.1%. Although this was above the government-wide participation of 0.88%, it was substantially below the 2.0% goal established by the EEOC's LEAD Initiative. At the same time the participation of persons with disabilities of all types at FWS was 7.4%, well above the government-wide figure of 7.0%.

During FY 2010, we hired 744 permanent employees, while increasing our permanent workforce by 3.2%. Ten (10) of our permanent hires had targeted disabilities, representing 1.3% of permanent hires. This compares favorably with FY 2009 in which we hired 8 persons with targeted disabilities (1.1% of permanent hires).

During FY 2010, we also hired 1,486 temporary employees, while reducing our temporary workforce by 13.2%. Sixteen (16) of these temporary hires had targeted disabilities, representing 1.1% of temporary hires. This compares quite favorably with FY 2009 during which we hired only 6 persons with targeted disabilities (0.4% of temporary hires).

When combined with other workforce changes, the participation of persons with targeted disabilities in our permanent workforce remained constant at 1.2%, while our temporary workforce it increased from 0.4% to 0.8%.

During FY 2010, FWS hired 49 persons with non-targeted disabilities in our permanent workforce, representing 6.6% of permanent hires. This is down somewhat from FY 2009 during which we hired 56 persons with non-targeted disabilities, representing 8.0% of permanent hires.

During FY 2010 we also hired 57 persons with non-targeted disabilities in our temporary workforce, representing 3.8% of temporary hires. This is down somewhat from FY 2009 in which we also hired 57 persons with non-targeted disabilities, representing 4.4% of temporary hires.

FWS has successfully increased their opportunity for conversion appointments to permanent appointments during FY 2011 from the current 13 persons with targeted disabilities and 68 persons with non-targeted disabilities within the temporary workforce.

SUMMARY

The agency has conducted its annual self-assessment measuring the MD-715 Essential Elements which highlight some of the following deficiencies:

- Information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to determine progress in meeting overall program objectives and tracking accomplishments.
- FWS has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715 and is working on the following objectives:
 - Collect the information necessary to track applicants in order to coordinate and evaluate the effectiveness of recruitment activities within FWS.

- Collect and evaluate exit interview information and develop recommendations to address the barriers to retention, if needed.
- Establish a process to more effectively develop, coordinate and evaluate recruitment efforts.
- Establish a central process to more effectively coordinate and track EEO and Diversity Training bureau wide.
- FWS does not have a process to coordinate and track recruitment efforts.

Our barrier analyses show that we have the following triggers:

- There is a low participation rate of Asians in FWS's total permanent workforce.
- There is a low participation rate of Blacks in FWS's total permanent workforce.
- A review of FWS's professional biology series revealed a low participation rate of Black women, 0.7%, in comparison to the CLF of 1.8%.
- A review of FWS's professional biology series revealed a low participation rate of Hispanic women, 1.9%, in comparison to the CLF of 2.1%.
- There is a low participation rate of Asians in the professional biology series (400 series) within FWS's workforce.
- The participation rate of women Criminal Investigators (CI) is lower than expected in FWS's workforce.
- There is a low participation of individuals with targeted disabilities in FWS.

TRENDS IN EEO COMPLAINTS

The number for formal complaints being filed continues to decrease with 14 complaints filed in FY 2010. The trend shows a 33% decrease from the number of complaints filed in FY 2007. For FY 2010 disability complaints comprised 48% of the 14 formal complaints filed, making it the number one basis for formal complaints filed in FY 2010.

TRENDS IN FWS COMPLAINTS FISCAL YEARS 2007-2010				
	FY 2007	FY 2008	FY 2009	FY 2010
PRE-COMPLAINTS	33	49	34	36
FORMAL COMPLAINTS	21	22	19	14

All employees who enter the EEO process are given the choice of traditional EEO counseling or Alternative Dispute Resolution (ADR) where appropriate. Exceptions to this election of processes include allegations of sexual harassment and termination. While FWS has seen a slight increase in ADR elections in the informal process, ADR elections in the formal process are minimal. FWS is exploring marketing strategies to increase ADR elections in both the informal and formal processes.

**EEOC FORM
715-01 PART F**

U.S. Equal Employment Opportunity Commission

U. S. Fish and Wildlife Service's Annual EEO Program Status Report

**Certification of Establishment of Continuing
Equal Employment Opportunity Programs**

I, Inez Uhl, EEO Officer, GS-260-14, am the Principal EEO Director/Officer for the U.S. Fish and Wildlife Service (FWS).

FWS has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEOC MD-715. If an essential element was not fully compliant with the standards of EEOC MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

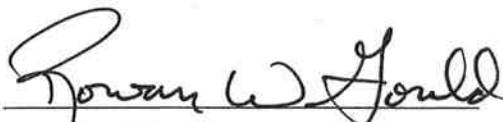
FWS has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.


Inez Uhl, EEO Officer

12/15/2010
Date

Certifies that this Federal Agency Annual EEO
Program Status Report is in compliance with
EEOC MD-715.


Acting Director

12/15/2010
Date

Part G

EEO Program Status Report - Agency Self-Assessment **Checklist Measuring Essential Elements**





**EEOC FORM
715-01 PART G**



U.S. Equal Employment Opportunity Commission

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.



 Compliance Indicator		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	EEO policy statements are up-to-date.	Yes	No	
1-2. The Agency Head was installed on September 1, 2009. Was the EEO policy statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		X		
3. During the current Agency Head's tenure, has the EEO Policy Statement been re-issued annually? If no, provide an explanation.		X		The Director issues EEO Policy Statements annually.
4. Are new employees provided a copy of the EEO Policy Statement during orientation?		X		The EEO Policy Statement is also posted on FWS's web site.
5. When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X		The EEO Policy Statement is distributed to managers and supervisors during mandatory new supervisor and EEO training sessions. It is also posted on FWS's website.
 Compliance Indicator		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	EEO policy statements have been communicated to all employees.	Yes	No	
6. Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		



7. Has the Agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		Information on EEO programs and administrative and judicial remedial procedures are available to employees on FWS's intranet and are distributed periodically by email, e-bulletins and fact sheets.
8. Has the Agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X		
 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
9. Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
a. resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
b. address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
c. support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X		
d. ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
e. ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		
f. ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?		X		
g. ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X		
h. ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X		
10. Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		X		All employees are sent FWS Policy on Harassment and Zero Tolerance annually via email. Penalties for unacceptable behavior are referenced in the FWS Director's Policy memorandum.
11. Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.				Employees can also access the DOI

			Disciplinary Action Guide through the DOI website.
12. Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		A link to the DOI Procedures for Reasonable Accommodation is provided in the FWS Manual. New employees are provided a copy of the Procedures in their Orientation Package.
13. Have managers and supervisors been trained on their responsibilities under the procedures for reasonable accommodation?	X		Information on reasonable accommodation is provided during supervisor training. The on-line training course "USFWS Reasonable Accommodations in the Workplace," was removed from DOI Learn to incorporate the requirements of the 2008 ADA Amendments Act.

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION

Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.

 Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
14. Is the EEO Director/Officer under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)]		X		The EEO Officer is under the direct supervision of the agency head and reports to the Deputy Director for Operations.
For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official?			X	There is one Diversity Civil Rights (DCR) Chief who reports to the Regional Director, other DCR Chiefs report to the Assistant Regional Director for Budget and Administration.
15. Are the duties and responsibilities of EEO officials clearly defined?		X		
16. Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
17. If the agency has 2 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		



18. If the agency has 2 nd level reporting components, does the agency-wide EEO Director/Officer have authority for the EEO programs within the subordinate reporting components?			X	Per 060 FW 1, the Director delegates responsibility and leadership to the Regional Directors to develop and implement an effective EEO program consistent with Servicewide goals and objectives, within their Region. The Office of Diversity and Inclusive Workforce Management (ODWIM) in the National Headquarters provides general oversight and technical guidance to Regional EEO officials.
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
19. Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		The EEO Officer meets with the Director and Deputy Director routinely to provide briefings on the EEO Program. The EEO Officer also provides updates for Directorate meetings. The ODIWM meets with the Assistant Directors and their Deputies to discuss workforce statistics and recruitment needs. The FWS Directorate and managers and supervisors are also provided Equal Opportunity and Diversity Scorecards quarterly.
20. Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		The EEO Officer provides a briefing to the Director and the Deputy Director on the "State of the Agency" covering all components of MD-715, including an assessment of the six elements of the Model EEO Program and a report of accomplishments and plan of action to correct deficiencies. The FWS Directorate and managers and supervisors are provided Equal Opportunity and Diversity Scorecards quarterly.
21. Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
22. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		
23. Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
24. Is the EEO Director/Officer included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		The EEO Officer participated in weekly Human Capital staff meetings and provided technical guidance to ensure that EEO concerns are integrated into the FWS strategic mission.
Compliance	The agency has committed	Measure has		For all unmet measures, provide a brief

Indicator	sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	been met		explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
25. Does the EEO Director/Officer have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		The EEO Officer has an operating budget to ensure implementation of the agency EEO action plans.
26. Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEOC MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
27. Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		The Diversity Manager serves as the Special Emphasis Program Manager (SEPM) for FWS, covering the Federal Women's and Hispanic Programs. FWS has recently appointed a Disability Program/Disabled Veterans Program Manager to manage Disability Programs. FWS actively participates on DOI's Special Emphasis Committee. All Regions except for one have collateral duty SEPMs.
a. Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		In collaboration with the DOI.
b. Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		In collaboration with the DOI.
c. People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		FWS has recently appointed a Disability Program/Disabled Veterans Program Manager to manage Disability Programs.
28. Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
29. Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems?		X		The FWS Headquarters and Regional EEO retrieve workforce employment data and conduct queries through the DOI, EEO data and tracking system - Datamart (Hyperion Software). The Datamart system is used to develop quarterly workforce statistics regarding participation rates. Headquarters has a full-time permanent statistician who assists all Regions with reports and analysis.
30. Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		

31. Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X		
32. Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X		FWS provides reasonable accommodations to all known persons with a disability. Regions and individual program areas fund supplies, equipment, and necessary services.
33. Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X	See Part H, page 32-33.
34. Has the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
a. Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X		
b. Is there sufficient funding to ensure that all employees have access to this training and information?	X		
35. Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		Managers and supervisors are required to take 8 hours of annual mandatory training (4 hours EEO and 4 hours Diversity) and one hour biennial No Fear Act Training.
a. for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
b. to provide religious accommodations?	X		
c. to provide disability accommodations in accordance with the agency's written procedures?	X		
d. in the EEO discrimination complaint process?	X		
e. to participate in ADR?	X		

Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY

This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.

 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each managers or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
36. Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		The Director issues annual Equal Opportunity and Diversity Objectives. Senior management is provided Equal Opportunity and Diversity scorecards quarterly. In addition, the Deputy Director requires senior management to send the Equal Opportunity and Diversity Scorecards and statistical reports to

			all subordinate managers and supervisors.	
37. Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief Information Officer?		X		
Compliance ➡ Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
38. Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X		FWS Merit Promotion Program Policy will be updated based on any changes due to Hiring Reform and any revisions made to the DOI Merit Program Policy.
39. Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X		Statistics are reviewed quarterly and annually during the MD-715 Barrier Analysis.
40. Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X		Statistics are reviewed quarterly and annually during the MD-715 Barrier Analysis.
Compliance ➡ Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
41. Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		FWS refers to the DOI Table of Penalties to determine what appropriate disciplinary action should be taken if discrimination is committed. Policy is suggested that the Headquarters Human Resources Officer make recommendations to the Regional Directors regarding appropriate disciplinary actions to be taken when an employee has been found to have committed discrimination.
42. Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		
43. Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X		
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				
In FY 2009, there were three findings of discrimination:				
<u>Hostile Environment</u>				
<ul style="list-style-type: none"> Responsible Management Official (RMO) died before discipline was determined. EEO training was provided to all managers and supervisors at the Ecological Services Field Station. 				

- RMO died before the finding of discrimination was issued. A determination was made that the current manager should not receive any disciplinary action. All managers, supervisors and employees in the Region were provided anti-discrimination and anti-harassment training.

Reprisal



- RMO was counseled as appropriate. EEO training was provided to all managers and supervisors at the National Wildlife Refuge.



In FY 2010, there were no findings of discrimination.

44. Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
45. Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X		

Essential Element D: PROACTIVE PREVENTION

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

 Indicator  Measures	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
46. Do senior managers meet with and assist the EEO Director/Officer and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		The EEO Officer meets and works with the FWS Diversity Council, comprised of six SES members, 3 Regional Directors and 3 Assistant Directors-known as the FWS Directorate, to identify barriers. In FY 2010, the Regions met with senior managers to identify barriers and discuss remedies.
47. When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO Office, agency EEO Action Plans to eliminate said barriers?		X		FWS Directorate, Diversity Council, and EEO Officer partnered to develop action plans. FWS managers and supervisors are actively engaged in eliminating barriers to employment.
48. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		FWS Directorate, Diversity Council, and EEO Officer partnered to implement action plans and incorporate objectives into Service strategic plans.
49. Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		ODIWM conducts analyses quarterly and discusses with senior management; senior managers provide to all program managers and supervisors.

50. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		ODIWM conducts analyses quarterly and discusses with senior management; senior managers provide to all program managers and supervisors.
51. Are trend analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		ODIWM conducts analyses quarterly and discusses with senior management; senior managers provide to all program managers and supervisors.
52. Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		ODIWM conducts analyses quarterly and when appropriate, discusses with senior management.
53. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		ODIWM conducts analyses quarterly and when appropriate, discusses with senior management.
Compliance Indicator 	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures 		Yes	No	
54. Are all employees encouraged to use ADR?		X		
55. Is the participation of supervisors and managers in the ADR process required?		X		

Essential Element E: EFFICIENCY

Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.

<div>Compliance</div> <div>➡ Indicator</div>	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
⬇ Measures		Yes	No	
56. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		FWS employs a full-time Statistician who conducts statistical studies in support of the development and execution of FWS's EEO and Diversity Program.
57. Has the agency implemented an adequate data collection and analysis system that permits tracking of the information required by MD-715 and these instructions?			X	See Part H, page 34-37.
58. Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
59. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
60. Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		





Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
61. Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
62. Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
63. Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		
If yes, briefly describe how: FWS uses iComplaints to track contractors accountable to the specific time frames listed in the contract. FWS is currently in the process of conducting an analysis of the time frames that contractors take for counseling and investigations to determine if the work is completed in specified timeframes.				
64. Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
65. Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
66. Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
a. Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		FWS continues to conduct analyses of the time frames for in-house and contract counseling to determine if the work is technically accurate and is completed in required timeframes.
b. Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
c. Does the agency complete the investigations within the applicable prescribed time frame?		X		FWS continues to conduct analyses of the time frames for contract investigations to determine if the work is completed in required timeframes.
d. When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		N/A		FWS monitors contracts for final agency decisions but DOI has responsibility to issue the decision.
e. When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		


f. When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		Settlement agreements are monitored closely to ensure that all items are completed within the required time frames. All compliance documentation was forwarded to DOI/OCR in a timely manner.
g. Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
Compliance ➡ Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
⬇ Measures		Yes	No	
67. In accordance with 29 C.F.R. § 1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
68. Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		ADR training is incorporated in supervisory training which is conducted at the National Conservation Training Center. ADR training is also offered throughout the year through the DOI Office of Collaborative Action and Dispute Resolution.
69. After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
70. Does the responsible management official directly involved in the dispute have settlement authority?		X		The responsible management official directly involved in the dispute has settlement authority when there is no material benefit or monetary value. FWS Regional Directors and Assistant Directors have settlement authority when a settlement involves material benefits or monetary value.
Compliance ➡ Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
⬇ Measures		Yes	No	
71. Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
72. Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a) (1)?		X		
73. Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
74. Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
75. Does the agency identify and monitor significant trends in complaint processing		X		


to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?				
76. Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	See Part H, page 38-39.
77. Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
<div>Compliance Indicator</div> <div>➡</div>	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<div>Measures</div> <div>⬇</div>		Yes	No	
78. Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		N/A		FWS does not request legal sufficiency reviews.
79. Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
80. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		N/A		FWS does not request legal sufficiency reviews.

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE

This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
81. Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
 Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
82. Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X		
a. Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
b. Are procedures in place to promptly process other forms of ordered relief?		X		

 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of	Measure has been	For all unmet measures, provide a brief explanation in
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 Measures	EEOC.	met		the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
83. Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		
<p>If so, please identify the employees by title in the comments section, and state how performance is measured.</p> <p>All supervisors and managers have a critical element regarding EEO and Diversity in their performance standards. Supervisors and managers are evaluated on compliance with these standards. The FWS EEO Officer and her staff are also evaluated on ensuring compliance. In FY 2010, the Secretary, DOI, with the Executive Resources Board approved diversity advocacy performance statement for inclusion in all SES performance plans, effective July 16, 2010.</p>				
84. Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO Office?		X		
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
85. Have the involved employees received any formal training in EEO compliance?		X		
86. Does the agency promptly provide to the EEOC the following documentation for completing compliance:		X		
a. Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		X		
b. Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?		X		
c. Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, and narrative statement by an appropriate agency official of total monies paid?		X		
d. Compensatory Damages: The final agency decision and evidence of payment, if made?		X		
e. Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?		X		
f. Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s.		X		
g. Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.		X		
h. Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).		X		
i. Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.		X		
j. Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.		X		

k. Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in the compliance matter.	X		
l. Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

Footnotes: 1. See 29 C.F.R. § 1614.102. 2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (10/20/00), Question 28.

Part H
EEO Plan to Attain the
Essential Elements of a Model EEO Program

**EEOC FORM
715-01 PART H**

U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan to Attain the Essential Elements of a Model EEO Program**

FY 2010 - U. S. Fish and Wildlife Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element B: Integration of EEO into the Agencies Strategic Mission Information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to determine progress in meeting overall program objectives and tracking accomplishments.
OBJECTIVE:	Establish a process to collect information annually on the Regional progress of meeting 504 compliance reviews of field facilities to assure that FWS programs, facilities and activities are accessible to individuals with disabilities.
RESPONSIBLE OFFICIALS:	FWS Director Regional Directors Assistant Director-National Wildlife Refuge System
DATE OBJECTIVE INITIATED:	December 15, 2008
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 Extended: March 31, 2011
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Update the FWS Manual Chapter FWS 063.4 http://www.fws.gov/policy/063fw4.html to provide guidance to Regions on their responsibility for 504 compliance reviews in accordance with DOI regulations and related FWS policy.	September 30, 2010 Extended: September 30, 2011
2. Prepare recommendations on providing guidance, training and program support for consideration by the Assistant Director, National Wildlife Refuge System.	September 30, 2010 Extended: September 30, 2011
3. Review existing asset databases to determine feasibility for reporting Section 504 compliance information.	September 30, 2010 COMPLETED
4. Establish a process to collect annual information on the Regional progress on meeting the 504 compliance reviews of field facilities to assure that FWS programs, facilities and activities are accessible to individuals with disabilities.	September 30, 2010 Extended: March 31, 2011
Report of accomplishments and modifications to objective:	
1. The Regional Directors continue to follow the guidance in FWS Manual Chapter FWS 063.4 http://www.fws.gov/policy/063fw4.html and a Director's memorandum dated May 8, 2001, which includes the development of a yearly schedule to evaluate and possibly renovate facilities once identified. FWS Implementation Guidelines for Accessibility are still in effect.	

2. FWS convened a team in FY 2008, consisting of regional representatives from Refuges, Engineering, Wildlife and Sport Fish Restoration Programs and Diversity and Civil Rights, to review existing policy, guidance and reporting systems on the Section 504 program. The team has developed a series of recommendations for the Assistant Director, National Wildlife Refuge System, for consideration. FWS has developed a draft 504 program checklist for use in the Visitor Services Program Evaluation Handbook which will be released in mid FY 2011.
3. FWS Asset Maintenance and Management System contain information about accessible facilities and needs. The database is updated frequently by Regional Offices as part of the FWS five year construction planning process.
4. Information is available through the FWS Asset Maintenance and Management System. FWS funds major renovations to comply with the Uniform Federal Accessibility Standards (UFAS); however, information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to determine progress in meeting overall program objectives and tracking accomplishments. FWS is also working with the U.S. Access Board on new Federal guidelines for outdoor facilities such as trails, boardwalks and picnic areas.

Activities planned for FY 2011:

The Section 504 Program needs to be revised and the EEO Officer with the Office of Diversity and Inclusive Workforce Management (ODIWM) will analyze processes and make recommendations.

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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p>Essential Element E: Efficiency</p> <p>FWS has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715.</p> <p>There is no applicant background tracking or data collection and analysis system government-wide for USA Staffing that permits tracking of recruitment and outreach efforts to determine whether there is a recruitment problem, a hiring problem or both.</p>
OBJECTIVE (1):	Collect the information necessary to track applicants in order to coordinate and evaluate the effectiveness of recruitment activities within FWS.
RESPONSIBLE OFFICIALS:	Division of Human Capital Office of Diversity and Inclusive Workforce Management
DATE OBJECTIVE INITIATED:	December 15, 2007
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 Extended: December 31, 2012
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Advertise all required vacancies through USA Staffing to enable the collection of race, ethnicity and disability status of applicants for Service vacancies.	December 31, 2010 Extended: December 31, 2012
2. Evaluate outcome to ensure the USA Staffing reports provide all of the data necessary to complete the applicant flow tables.	September 30, 2010 Extended: December 31, 2012
3. Prepare the applicant flow tables, in compliance with the requirements of MD-715.	September 30, 2010 Extended: December 31, 2012
4. Analyze and evaluate the race, ethnicity and disability status from the data collected through the Applicant Background Tracking system in USA Staffing to evaluate recruitment efforts.	September 30, 2011 Extended: December 31, 2012
Report of accomplishments and modification to objective:	
<p>1. FWS uses the automated staffing tool called <u>USA Staffing</u> to advertise vacancies. In FY 2010, OPM made enhancements through the use of a self-identification form in USA Staffing to collect the race and national origin of applicants. However, OPM notified all government agencies to cease use of the form as of June 9, 2010 because Office of Management and Budget (OMB) had not approved the</p>	

changes. USA Staffing is developing a data collection form for OMB's approval to collect individual ethnicity, race and disability status on applicants who apply for vacancies on USAJobs.

2. In an effort to assist agencies in the collection of applicant data, OPM made modifications to USAJobs to collect the applicant data, and an interface will be created for USA Staffing and other automated staffing systems to receive the data collection. Additionally, OPM is working to make enhancements to USA Staffing in order to provide the data necessary for FWS to complete the MD-715 Tables A7 Applicants and Hires for Major Occupations by Race, Ethnicity and Sex and B7 Applicants and Hires by Disability. Based on information from OPM, FWS should have Applicant Flow data at the end of FY 2012.
3. Once the USA Staffing applicant data is available, FWS will be able to print the applicant flow tables A7 and B7 in compliance with the requirements of MD-715.
4. Once the USA Staffing applicant data is available, the ODIWM will analyze and evaluate the race, ethnicity, and disability status and will evaluate the USA Staffing reports to ensure they provide all the data necessary to evaluate recruitment efforts.

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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p>Essential Element E: Efficiency</p> <p>FWS has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715.</p> <p>FWS does not collect and evaluate exit interview information to determine why employees are leaving.</p>
<p>OBJECTIVE(2):</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Collect and evaluate exit interview information and develop recommendations to address the barriers to retention, if needed.</p>
RESPONSIBLE OFFICIAL:	<p>Division of Human Capital Office of Diversity and Inclusive Workforce Management</p>
DATE OBJECTIVE INITIATED:	<p>December 15, 2004</p>
TARGET DATE FOR COMPLETION OF OBJECTIVE:	<p>September 30, 2008 Extended: September 30, 2012</p>
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Develop a process to mine and analyze the data by Region.	<p>September 30, 2010 Extended: September 30, 2011</p>
2. Develop appropriate remedies to address the barriers to retention based on the findings.	<p>September 30, 2011 Extended: September 30, 2012</p>
<p>Report of accomplishments and modifications to objective:</p> <p>1. The DOI provided it's Bureaus with a FY 2010 final end-of-year report on the employee exit interview data that could not be broken down by Region. The HR Systems Branch will work with DOI to identify the source of the data and request a more detailed categorization of the data by Region, race, national origin, and disability in order to effectively evaluate the data.</p>	

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FY 2010 - U.S. Fish and Wildlife Service		
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element E: Efficiency FWS has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715. FWS does not have a Servicewide process to coordinate and track EEO and Diversity Training.	
OBJECTIVE (3):	Establish a central process to more effectively coordinate and track EEO and Diversity Training Servicewide.	
RESPONSIBLE OFFICIALS:	Division of Human Capital Office of Diversity and Inclusive Workforce Management Managers and Supervisors	
DATE OBJECTIVE INITIATED:	December 15, 2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2012	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE
1. Develop a plan to centralize the tracking of EEO and Diversity Training Servicewide.		September 30, 2011
2. Implement a central process to track EEO and Diversity Training Servicewide.		September 30, 2012
Report of accomplishments and modifications to objective:		

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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p>Essential Element E: Efficiency</p> <p>FWS has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715.</p> <p>FWS does not have a process to coordinate and track recruitment efforts.</p>
OBJECTIVE (4):	Establish a process to effectively develop, coordinate and evaluate recruitment efforts.
RESPONSIBLE OFFICIALS:	Division of Human Capital Office of Diversity and Inclusive Workforce Management Managers and Supervisors
DATE OBJECTIVE INITIATED:	December 15, 2007
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Establish an Executive Diversity Council to enhance FWS shared recruitment and information capabilities, internships and student employment programs; and, employment programs for individuals with disabilities and veterans.	September 30, 2008 COMPLETED January, 2010
2. The Executive Diversity Council will provide advice and guidance to the Directorate on mandates to use and increase the use of special hiring authorities and/or special employment programs that will identify broad and diverse candidate pools, including individuals with disabilities and veterans. Ongoing	September 30, 2008 Extended: September 30, 2011
3. The Executive Diversity Council will provide advice and guidance to managers and supervisors in the development of recruitment strategies that will be effective and productive in stimulating interest in careers with FWS. Ongoing	September 30, 2008 Extended: September 30, 2011
4. The Executive Diversity Council will review and assess the participation of career and/or job fairs sponsored by colleges, universities, and other organizations, and make recommendations that will benefit managers and supervisors at FWS. Ongoing	September 30, 2008 Extended: September 30, 2011

Report of accomplishments and modifications to objective:

1. The FWS Director established a Diversity Council in January, FY 2010 with members comprised of the FWS Directorate. The Council was tasked to develop a strategic action plan for diversity and inclusion (hiring and retaining minorities, women, veterans and individuals with disabilities). The initial strategic planning process involved a review of nine regional action plans and feedback from FWS Directorate meetings.

The Office of Diversity and Inclusive Workforce Management (ODIWM) participates on the Diversity Council in an advisory capacity. In addition, a summary plan of the regional action plans was provided.

A draft strategic plan was developed that was reviewed by the FWS Directorate in FY 2010.

2. EEO and Diversity training provided to managers and supervisors included information and guidance on the use of hiring flexibilities and/or special employment programs to assist them in recruiting diverse candidate pools, including individuals with disabilities and veterans.
3. The Division of Human Capital produced a variety of print, electronic, and social media designed to brand and market FWS as an Employer of Choice.

Activities planned for FY 2011:

1. FWS will develop a national strategic approach for implementing workforce diversity that will be implemented in all regions in FY 2011. This approach will embrace and encourage the use of regional best practices that will be incorporated in recruitment toolkit products to reach diverse applicants.

Part I

EEO Plan to Eliminate Identified Barriers

**EEOC FORM
715-01 PART I**

U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan to Eliminate Identified Barrier**

FY 2010 - U.S. Fish and Wildlife Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>A review of the FWS workforce revealed a significant decline of 0.2% in minority participation.</p> <p>Upon further review, this statement has been revised to state the following:</p> <p>There is a low participation rate of Asians in the FWS total permanent workforce.</p> <p>This condition was recognized after conducting a review of FWS FY 2010 permanent workforce data from the Federal Payroll and Personnel System (FPPS). Analysis revealed a low participation rate of Asians (2.0%) in FWS permanent workforce in comparison to the civilian labor force (5.9%).</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of RNO by new hires within the FPPS was conducted to determine potential ways in which candidates enter FWS. This determined initial cause of the condition. Permanent positions were being filled through converting term and temporary status employees that are predominately white.</p> <p>Currently FWS does not have a tracking system for applicant participation; therefore, rates of participation for Asians could not be determined.</p> <p>A review of separated permanent employees was conducted and Asians did not separate at a disproportionate rate than other groups.</p> <p>A sample group comprised of Asian employees participated in interviews resulting in the suggestion to conduct earlier awareness in the Asian community of FWS career opportunities.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Limited active partnerships with Asian organizations and associations that will produce career awareness of FWS opportunities.</p> <p>Nineteen percent of permanent positions are filled through conversion of term and temporary status employees, who are predominately white as shown on Table A8. FWS works with recruitment sources which do produce Asian candidates at the entry level; however, FWS has not fully tapped into organizations and associations that reach Asians in term and temporary positions.</p> <p>Note: The absence of an applicant tracking system limits FWS's ability to track Asian applicants for FWS positions.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Expand current and develop new partnerships with Asian organizations and associations, especially through the use of the Student Educational Employment Programs (SEEP), such as the Student Career Experience Program (SCEP) and the Student Temporary Employment Programs (STEP), to increase the Asian pool of applicants.</p> <p>Advertise FWS wide vacancies with Asian organizations and associations.</p>

RESPONSIBLE OFFICIAL:	FWS Directorate Division of Human Capital Office of Diversity and Inclusive Workforce Management	
DATE OBJECTIVE INITIATED:	December 15, 2009	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 Extended: September 30, 2013	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE
1. Partner with the Gates Millennium Scholars Program to recruit highly qualified candidates to meet FWS's current and future hiring needs.		September 30, 2011 Ongoing
2. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).		September 30, 2011 Ongoing
3. Work with managers to develop and advertise more entry level opportunities to reach minority candidates interested in careers with FWS.		September 30, 2011 Ongoing
4. Monitor workforce statistics quarterly and provide reports to managers and supervisors.		September 30, 2011 Ongoing
Report of accomplishments and modifications to objective:		
<p>1. Expanded the partnership with the Gates Millennium Scholars Program, for targeted recruitment to outstanding scholars to reach outstanding diverse students who are in undergraduate and graduate programs and provide them the opportunity to link their academic curricula with real world work experiences by working in positions throughout FWS.</p> <p>2. Distributed to internal and external customers a wide variety of print, electronic, and social media that included information and support for EEO and Diversity including: fact sheets, manager's guide, new employee orientation kit, exhibits, brochures, and video casts. This included guidance to managers and supervisors on recruitment strategies and sources such as the STEP and SCEP factsheet and Volunteer Veterans/Non Paid Work Experience factsheet.</p> <p>FWS continued to explore various outreach strategies to increase diversity through Special Emphasis Programs (i.e., Diversity Outreach Teams; Special Relations Program with Colleges, Universities, and Organizations; Minorities in Agriculture, Natural Resources and Related Sciences (MANNRS), and Career Services Offices at Predominantly Asian Colleges and Universities (PACU)).</p> <p>3. FWS encouraged managers and supervisors to consider advertising at lower grade levels as a best practice to diversity. This encouragement expanded to meetings and training with managers and supervisors.</p> <p>4. Workforce statistics were monitored quarterly through the preparation and review of FWS wide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards - Quarterly.</p>		
Activities planned for FY 2011:		
Expand and develop new partnerships, outreach sources, and recruitment tools with Asian communities, organizations, and associations such as the Asian American Government Executives Network and the National Council of Asian Pacific Americans.		
FWS has proposed through its Diversity and Inclusion Plan to sponsor Workforce Recruiters for each Region that will focus on recruitment of groups with low participation.		

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U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan to Eliminate Identified Barrier**

FY 2010 - U.S. Fish and Wildlife Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>A review of FWS employee workforce revealed a significant decline of 0.2% in minority participation.</p> <p>Upon further review in FY 2010, this statement has been revised to state the following:</p> <p>There is a low participation rate of Black employees in FWS total permanent workforce.</p> <p>This condition was recognized after conducting a review of FWS FY 2010 permanent workforce data from the Federal Payroll and Personnel System (FPPS). The participation rate of Blacks (4.5%) in FWS was also compared to the participation rate of Blacks in the organizational civilian labor force (6.6%).</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>FPPS data was analyzed by comparing participation rates of <u>all</u> racial and ethnic groups in FWS workforce. This determined initial cause of the condition.</p> <p>A review of accessions and separations of Blacks reveals that accessions are the main issue. In the overall permanent workforce, Blacks constituted only 4.8% of accessions while Blacks constituted 6.3% of the CLF. In contrast, while the participation of Blacks in the overall permanent workforce was 4.4%, only 3.0% of separations were Black. The net effect was a modest 0.1% increase in the participation of Blacks.</p> <p>Accession disparity is even more pronounced in the temporary workforce. Overall Blacks constituted only 1.5% of temporary accessions, while Blacks constituted 6.3% of the CLF.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Limited numbers of Blacks are hired.</p> <p>Limited targeted outreach and recruitment to institutions of higher education, organizations and associations that will identify qualified Black candidates.</p> <p>Nineteen percent of permanent positions are filled through conversion of term and temporary status employees, who are predominately white as shown on Table A8. FWS works with recruitment sources which do produce Black candidates at the entry level; however, FWS has not fully tapped into organizations and associations that reach Blacks in term and temporary positions.</p> <p>Note: The absence of an applicant tracking system limits FWS ability to track Black applicants for bureau wide positions.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Expand current and develop new partnerships with Black organizations and associations, especially through the use of the Student Educational Employment Programs (SEEP), such as the Student Career Experience Program (SCEP) and the Student Temporary Employment Programs (STEP), to increase the Black pool of applicants.</p> <p>Advertise Bureau wide vacancies with Black organizations and associations.</p>

RESPONSIBLE OFFICIAL:	FWS Directorate Division of Human Capital Office of Diversity and Inclusive Workforce Management
DATE OBJECTIVE INITIATED:	December 15, 2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 Extended: September 30, 2013
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Partner with the Gates Millennium Scholars Program and other organizations to recruit highly qualified Black candidates to meet FWS current and future hiring needs.	September 30, 2011 Ongoing
2. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).	September 30, 2011 Ongoing
3. Work with managers to develop and advertise more entry level opportunities to reach Black candidates interested in careers with FWS.	September 30, 2011 Ongoing
4. Monitor workforce statistics quarterly and provide reports to managers and supervisors.	September 30, 2011 Ongoing
Report of accomplishments and modifications to objective:	
<p>1. Expanded partnerships with the Gates Millennium Scholars Program for targeted recruitment to outstanding scholars, to reach outstanding diverse students who are in undergraduate and graduate programs, and to provide them the opportunity to link their academic curricula with real world work experiences to positions throughout FWS.</p> <p>FWS used college and university recruitment systems (i.e., NACElink OneStop), which allow FWS to conduct online recruitment at multiple schools simultaneously through a single job posting. FWS placed advertisements in campus publications and journals distributed among HBCU career centers. Additionally, information and awareness information on FWS was provided on the HBCU affirmative employment initiative website.</p> <p>In FY 2010, FWS through its Regions hired 19 students from HBCUs, 8 of which were Black (42%). These students supported through the Minorities in Natural Resources Committee (MINRC) attended the Annual Southeastern State and Federal Fish and Wildlife Agencies (SEAFWA)/MINRC Conference in Biloxi, MS. The students attended training workshops, professional meetings, and had the opportunity to meet and interview with representatives from SEAFWA. Senior management presented awards for the best essay to a number of students.</p> <p>Job vacancy announcements were disseminated for targeted recruitment (i.e., Minorities in Agriculture, Natural Resources and Related Sciences (MANNRS) Chapter Advisors, Career Services Offices at Historically Black Colleges and Universities (HBCU)).</p> <p>2. Distributed to internal and external customers a wide variety of print, electronic, and social media that included information and support for EEO and Diversity including: fact sheets, manager's guide, new employee orientation kit, exhibits, brochures, and video casts. This included guidance to managers and supervisors on recruitment strategies and sources such as the STEP and SCEP factsheet and Volunteer Veterans/Non Paid Work Experience factsheet.</p> <p>Diversity outreach and recruitment activities were continued with the Student Conservation Association (SCA) at the Regional level outreach teams tasked to establish effective, long-term relationships with targeted colleges, universities, and diverse organizations.</p> <p>As of September 2010, FWS had a total of 19 students on board from HBCUs [SCEP 4 students and STEP 15 students]</p>	

programs.

3. Managers and supervisors throughout FWS were encouraged to consider advertising at lower grade levels as best practices recommended in Regional Diversity Action Plans.

FWS managers advertised at the entry level opportunities to reach Black candidates through the Federal Career Intern Program (FCIP) in FY 2010. FWS recruited 43 candidates through the program, 5 (11.6%) of which were Black.

4. Workforce statistics were monitored quarterly through the preparation and review of Bureau wide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards - Quarterly. The Deputy Director personally requested that the scorecards be distributed by Regional and Assistant Directors to all of their subordinate managers.

Activities planned for FY 2011:

Expand and develop new partnerships, outreach sources, and recruitment tools with Black communities, organizations, and associations such as Science and Engineering Alliance, Inc. (SEA) and increase the number and quality of partnerships with Historically Black Colleges and Universities such as Howard University.

FWS has proposed through its Diversity and Inclusion Plan to sponsor Workforce Recruiters for each Region that will focus on recruitment of groups with low participation.

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FY 2010 - U.S. Fish and Wildlife Service

**STATEMENT OF
CONDITION THAT
WAS A TRIGGER FOR
A POTENTIAL
BARRIER:**

Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?

There is a low participation rate of Black women in the professional biology series.

Upon further review, this statement has been revised to state the following:

There is a low participation rate of Blacks in the professional biology series.

This condition was recognized after further examining the participation rate of Black employees in the professional biology workforce series. The participation rate was compared to the civilian labor force (CLF) of 3.0% indicating a low participation of Black employees at 1.6% in FY 2009. When compared to the rates of participation in FY 2010, Black employees in the professional biology series remained at 1.6%, 1.4% below the CLF (3.0%).

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

FPPS data was analyzed by comparing participation rates of all racial and ethnic groups in FWS workforce by their occupations. The rates of participation of Black employees in the professional biology series were also compared to the rates of participation in the civilian labor force. This determined initial cause of the condition.

The percentages of FWS professional biologists in all other racial and ethnic groups, when compared to the CLF, closely approximate their percentage in the professional biology series.

A review of active partnerships with Black professional organizations and associations indicated a low return of investment (ROI) for qualified Black candidates at the entry level. In addition, contacts and partnerships with these organizations and associations have limited use among selecting officials.

A review was conducted of accessions and separations of Black employees in FWS mission-critical professional biology occupations. Black employees constituted only 0.4% of permanent accessions, while the CLF stands at 3.0%. In contrast, no Black professional biologists left FWS, despite the fact that based upon their participation in the permanent professional biology workforce we might have expected to lose 3. The upshot was that the participation of Blacks in professional biology was unchanged.

Accession disparity is even more pronounced in the temporary workforce; with 123 new temporary appointments in professional biology at FWS, there were no Blacks hired.

**STATEMENT OF
IDENTIFIED
BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Limited viable recruitment sources and contact with Black professional organizations and associations that produce qualified Black professional biologists.

Limited number of qualified Black candidates are identified on selection certificates.

FWS works with recruitment sources that produce Black candidates at the entry level; however, a small percentage of Blacks enter through the 404 series (technical) and 499 series (professional), in addition to term and temporary positions.

Note: The absence of an applicant tracking system limits FWS ability to track Black applicants for Bureau-wide positions.

OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Develop additional entry level opportunities through the use of direct hiring authorities such as students programs to reach Black candidates. Increase the number of effective targeted recruitment sources. Analyze best practices to increase the participation of Blacks in the professional biology series. Analyze the feasibility of establishing a manual tracking system for applicant background tracking in the interim until a federal-wide agency solution is developed and released.	
RESPONSIBLE OFFICIAL:	FWS Directorate Managers and Supervisors Division of Human Capital Office of Diversity and Inclusive Workforce Management	
DATE OBJECTIVE INITIATED:	December 15, 2008	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE
1. Partner with groups such as the Gates Millennium Scholars (GMS) Program, Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), Minorities in Natural Resources Conservation (MINRC), and The Posse Foundation, to recruit highly qualified candidates to meet FWS's current and future hiring needs.		September 30, 2011
2. Provide guidance to managers and supervisors on recruitment strategies and sources that will be effective and productive in reaching qualified candidates interested in careers with FWS.		September 30, 2011
3. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).		September 30, 2011
4. Work with managers to develop and advertise more entry level opportunities to reach Black candidates interested in careers with FWS.		September 30, 2011
5. Monitor workforce statistics on professional biology occupations and provide a report to managers quarterly.		September 30, 2011
Report of accomplishments and modifications to objective:		
1. Expanded partnerships with the Gates Millennium Scholars Program for targeted recruitment to outstanding scholars, to reach outstanding diverse students who are in undergraduate and graduate programs, and to provide them the opportunity to link their academic curricula with real world work experiences to positions throughout FWS. FWS used college and university recruitment systems (i.e., NACELink OneStop), which allow FWS to conduct online recruitment at multiple schools simultaneously through a single job posting. FWS placed advertisements in campus publications and journals distributed among HBCU career centers. Additionally awareness tools and information on FWS was provided on the HBCU affirmative employment initiative website. In FY 2010, FWS through its Regions, sponsored 14 students from HBCU, 10 of which were minority (71%). These		

students supported through the Minorities in Natural Resources Committee (MINRC) attended the Annual Southeastern State and Federal Fish and Wildlife Agencies (SEAFWA)/MINRC Conference in Biloxi, MS. The students attended training workshops, professional meetings, and had the opportunity to meet and interview with representatives from SEAFWA. Select students were presented an award for the best essay by senior management.

Job vacancy announcements were disseminated for targeted recruitment (i.e., Minorities in Agriculture, Natural Resources and Related Sciences (MANNRS) Chapter Advisors, Career Services Offices at Historically Black Colleges and Universities (HBCU)).

2. Distributed to internal and external customers a wide variety of print, electronic, and social media that included information and support for EEO and Diversity including: fact sheets, manager's guide, new employee orientation kit, exhibits, brochures, and video casts. This included guidance to managers and supervisors on recruitment strategies and sources such as the STEP and SCEP factsheet and Volunteer Veterans/Non Paid Work Experience factsheet.
3. As of September 2010, FWS had a total of 19 students from HBCUs hired in the SCEP (4 HBCU students) and STEP (15 HBCU students) programs.
4. Workforce statistics were monitored quarterly through the preparation and review of Bureauwide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards - Quarterly. The Deputy Director personally requested that the scorecards be distributed by Regional and Assistant Directors to all of their subordinate managers.

Activities planned for FY 2011:

Expand and develop new partnerships, outreach sources, and recruitment tools with Black scientific communities, organizations, and associations such as Science and Engineering Alliance, Inc. (SEA) and biology departments at Historically Black Colleges and Universities.

FWS has proposed through its Diversity and Inclusion Plan to sponsor Workforce Recruiters for each Region that will focus on recruitment of groups with low participation.

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U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
EEO Plan to Eliminate Identified Barrier**

FY 2010 - U.S. Fish and Wildlife Service

**STATEMENT OF
CONDITION THAT
WAS A TRIGGER FOR
A POTENTIAL
BARRIER:**

Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?

There is a low participation rate of Hispanic women in the professional biology series.

This condition was recognized when examining the participation rate of Hispanics in the professional biology workforce series in FY 2010. The participation rate of Hispanic women was 1.9% when compared to the civilian labor force (CLF) of 2.1%. Although Hispanic women in the professional biology series remained the unchanged in the CLF, Hispanic participation increased by 0.2% in FWS professional biology series.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

FPPS data was analyzed by comparing participation rates of all race and ethnic groups in FWS permanent workforce. In addition, a review of overall accessions and separations of Hispanics was conducted. The data indicated Hispanics constituted 4.8% of overall accessions, while Hispanics participation is 6.0% of the CLF. In contrast, while the participation of Hispanics in the overall permanent workforce was 6.1%, Hispanics separated at 3.4%. The net effect was a modest 0.1% increase in the participation of Hispanics.

Further, the percentages of FWS professional biologists in all race and ethnic groups were compared to the CLF. Data indicated that Hispanic professional biologists were similar to their overall rates in the CLF.

However, when the rates of participation for Hispanic women in the professional biology series were compared to rates of participation in the civilian labor force, Hispanic women increased by 0.2% bringing the groups participation to 1.9%, they still remain under the CLF of 2.1%. This determined initial cause of the condition.

Further review of accessions and separations of Hispanics in FWS professional biology occupations uncovered no issues. Hispanics constituted 5.5% of professional biology permanent accessions which is above the CLF of 4.0%. At the same time Hispanics participation in the professional biology workforce was 4.9%, Hispanic separated at only 1.3% of separations. The net effect was a 0.2% increase in Hispanic participation in the permanent professional biology workforce.

Accession disparity is somewhat more pronounced in the temporary workforce. Overall Hispanics constituted only 3.6% of temporary accessions, while Hispanics constituted 6.0% of the CLF.

In addition, FWS professional biology temporary workforce can be hired into the permanent workforce; therefore, accession disparity in the temporary professional-biology workforce should be monitored. Hispanics constituted 3.3% of temporary accessions, while Hispanics constituted 6.0% of the CLF.

The participation rates for all racial and ethnic groups in term and temporary accession were reviewed. This data revealed that approximately 1.5% of Hispanic women are hired from the technical 404 series.

	In addition, Hispanic women participating in student programs such as SCEP (499) are not selected for professional biology positions at the same rate in other groups.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Limited active partnerships with Hispanic professional organizations and associations that will increase participation. Limited use of recruitment sources which produce Hispanic candidates at the entry level. Note: The absence of an applicant tracking system limits FWS's ability to track Hispanic women applicants for the professional biology series.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Increase active partnerships with Hispanic professional organizations and associations to reach qualified Hispanic candidates at the entry level. Develop more entry level opportunities, especially through the use of the student programs, to reach Hispanic candidates.	
RESPONSIBLE OFFICIAL:	FWS Directorate Managers and Supervisors Division of Human Capital Office of Diversity and Inclusive Workforce Management	
DATE OBJECTIVE INITIATED:	December 15, 2009	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE
1. Partner with groups such as the Gates Millennium Scholars (GMS) Program, Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), Minorities in Natural Resources Conservation (MINRC), and The Posse Foundation, to recruit highly qualified candidates to meet FWS current and future hiring needs.		September 30, 2011
2. Provide guidance to managers and supervisors on recruitment strategies and sources that will be effective and productive in reaching qualified candidates interested in careers with FWS.		September 30, 2011
3. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).		September 30, 2011
4. Work with managers to develop and advertise more entry level opportunities to reach Hispanic female candidates interested in careers with FWS.		September 30, 2011
5. Monitor workforce statistics on professional biology occupations and provide a report to managers quarterly.		September 30, 2011

Report of accomplishments and modifications to objective:

1. Expanded the partnership with the Gates Millennium Scholars Program, for targeted recruitment to outstanding scholars to reach outstanding diverse students who are in undergraduate and graduate programs and provide them the opportunity to link their academic curricula with real world work experiences by working in positions throughout FWS.
2. FWS continues a partnership with Student Conservation Association (SCA) to conduct diversity outreach and recruitment activities. In addition, FWS Regions are developing targeted strategies to incorporate diversity outreach efforts with Special Relations Programs at Colleges, Universities, and Organizations to establish effective, long-term relationships.
3. Distributed to internal and external customers a wide variety of print, electronic, and social media that included information and support for EEO and Diversity including: fact sheets, manager's guide, new employee orientation kit, exhibits, brochures, and video casts. This included guidance to managers and supervisors on recruitment strategies and sources such as the STEP and SCEP factsheet and Volunteer Veterans/Non Paid Work Experience factsheet.
4. As of September 2010, FWS had a total of 76 students from Hispanic Serving Institutions (HSIs) in the SCEP (19 HSI students) and STEP (57 HSI students) programs.

FWS disseminated job vacancy announcements to Minorities in Agriculture, Natural Resources and Related Sciences (MANNRS) Chapter Advisors, and Career Services Offices at HSIs.

FWS managers advertised at the entry level opportunities to reach Hispanic candidates through the Federal Career Intern Program (FCIP) in FY 2010; of 43 candidates recruited by FWS, 1 was Hispanic.

5. Workforce statistics were monitored quarterly through the preparation and review of the Bureauwide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards - Quarterly. The Deputy Director personally requested that the scorecards be distributed by Regional and Assistant Directors to all of their subordinate managers.

Activities planned for FY 2011:

Expand and develop new partnerships, outreach sources, and recruitment tools with Hispanic communities, organizations, and associations and Hispanic Serving Institutions.

Develop outreach and recruitment material in Spanish for both printed materials and exhibits.

FWS has proposed through its Diversity and Inclusion Plan to sponsor Workforce Recruiters for each Region that will focus on recruitment of groups with low participation.

Interview Hispanic women who currently work for FWS to assist with identifying recruitment sources.

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**STATEMENT OF
CONDITION THAT
WAS A TRIGGER FOR
A POTENTIAL
BARRIER:**

Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?

There is a low participation rate of Asians in the professional biology series (400 series) within FWS workforce.

This condition was recognized after examining the participation rate of Asians, both male and female professional biologists, in FWS's workforce. The participation rate of Asian professional biologists in this region was compared to Asian professional biologists in the National Civilian Labor Force (CLF).

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

FPPS data was analyzed by comparing participation rates of all racial and ethnic groups in the FWS workforce by their occupations. A review of accessions and separations of Asians in the overall permanent workforce reveals that Asians constituted only 1.7% while Asians constituted 5.9% of the CLF. In contrast, while the participation of Asians in the overall permanent workforce was 2.1%, only 1.9% of separations were Asian. The net effect was a 0.1% decline in the participation of Asians.

Accession disparity is also apparent in the temporary workforce (404 series). Overall Asians constituted only 1.7% of temporary accessions, while Asians constituted 5.9% of the CLF.

A review of accessions and separations of Asians in the FWS mission-critical professional biology occupations reveals that while accessions is the primary issue, separations may also bear watching. Asians constituted only 1.2% of permanent accessions, while Asians constituted 8.2% of the CLF. Moreover while Asians constituted only 1.6% of the permanent professional biology workforce, Asians constituted 3.1% of separations. Although this small difference is not statistically significant, we note that separations for Asians have also been elevated during each of the last 2 years. The net effect is that the participation of Asians has declined by 0.1%

FWS hired 3 Asians in the 400 series and 0 Asians were hired through the Student Career Experience Program (SCEP).

Accession disparity is even more pronounced in the temporary professional biology workforce. During FY 2010 no Asians received temporary professional biology appointments, while Asians constituted 8.2% of the CLF. However, when considering potential pipelines through temporary technical biology (404 series) was identified; there were 11 hires from Asian groups.

**STATEMENT OF
IDENTIFIED
BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired

Limited traditional targeted recruitment sources for professional biology positions do not significantly reach Asians.

Note: The absence of an applicant tracking system limits FWS's ability to track Asian applicants for professional biology positions in the 400 series.

condition.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Expand outreach and recruitment source strategies for Asian professional biologists. Develop partnerships with Asian scientific communities, organizations, and associations (i.e., Gates Millennium Scholars Program, Asian American Government Executives Network, and National Council of Asian Pacific Americans) which reach Asian professional biologists in the pipeline. Develop more entry level opportunities at the GS 5/7/9 grade levels and through the use of the Student Career Experience Program (SCEP).
RESPONSIBLE OFFICIAL:	FWS Directorate Managers and Supervisors Division of Human Capital Office of Diversity and Inclusive Workforce Management
DATE OBJECTIVE INITIATED:	December 15, 2010
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 Extended: September 30, 2012

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Partner with groups such as the Gates Millennium Scholars (GMS) Program, Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), Minorities in Natural Resources Conservation (MINRC), Asian American Government Executives Network, National Council of Asian Pacific Americans, and The Posse Foundation, to recruit highly qualified candidates to meet FWS's current and future hiring needs.	September 30, 2011 Extended: September 30, 2012
2. Provide guidance to managers and supervisors on recruitment strategies and sources that will be effective and productive in reaching qualified candidates interested in careers with FWS.	September 30, 2011
3. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).	September 30, 2011
4. Work with managers to develop and advertise more entry level opportunities to reach minority candidates interested in careers with FWS.	September 30, 2011
5. Monitor workforce statistics on professional biology occupations and provide reports to managers quarterly.	September 30, 2011

Report of accomplishments and modifications to objective:

1. Expanded partnership with Gates Millennium Scholars Program through the following activities:

- a) Scholar Relations Coordinator is acting as a liaison between FWS and students by forwarding STEP/SCEP information to students and job announcements to alumni. DCR Chiefs were notified to forward internship and job announcements that they would like to have circulated to Gates Millennium students and alumni for targeted recruitment.

- b) Regions 9, 1, and 8 participated in Gates Millennium's Leadership Conference and met one-on-one with students to provide career information and advice. A booth was setup at the conference and factsheets and outreach material was circulated. FWS was also invited to the evening events and had the opportunity to meet with the senior leadership for the Gates Millennium Scholars Program.
2. FWS continues a partnership with Student Conservation Association (SCA) to conduct diversity outreach and recruitment activities. In addition, FWS Regions are developing targeted strategies to incorporate diversity outreach efforts with Special Relations Programs at Colleges, Universities, and Organizations to establish effective, long-term relationships.
- FWS disseminated job vacancy announcements to Minorities in Agriculture, Natural Resources and Related Sciences (MANNRS) Chapter Advisors, and Career Services Offices at PACUs.
3. Updated, printed, and circulated a wide variety of print, electronic, and social media that included information and support for EEO and Diversity including fact sheets and brochures. A new targeted recruitment plan will be developed in FY 2011.
4. Developed Diversity Training courses for managers and supervisors that incorporated best practices for targeted recruitment through partnerships and an overview on how to utilize the special hiring authorities. FWS managers and supervisors who attended the course were encouraged to advertise for more SCEP, and GS 5/7 positions.
5. Met with Regional Directors and Assistant Directors to review their Equal Opportunity and Diversity Scorecards and recommended best practices for targeted recruitment such as working with the Gates Millennium Scholars Program to target students and alumni for STEP/SCEP positions.

Planned activities for FY 2011:

Expand and develop new partnerships, outreach sources, and recruitment tools with Asian scientific communities, organizations, and associations such as the Asian American Government Executives Network and the National Council of Asian Pacific Americans.

Work with Scholar Relations Coordinator and NCTC and senior management to plan for a one day workshop in April 2011 at NCTC for Gates Millennium students to learn more about FWS and meet one on one with managers and biologists.

FWS has proposed through its Diversity and Inclusion Plan to sponsor Workforce Recruiters for each Region that will focus on recruitment of groups with low participation.

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EEO Plan To Eliminate Identified Barrier**

FY 2010 - U.S. Fish and Wildlife Service

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>The participation rate of women Criminal Investigators (CI) is lower than expected in the FWS workforce.</p> <p>This condition was recognized after examining the participation rate of women Criminal Investigators in the FWS workforce. These rates were also compared to Criminal Investigator participation rates within the Civilian Labor Force (CLF).</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>FPPS data was analyzed by comparing participation rates of Criminal Investigators in all racial and ethnic groups by gender in FWS workforce. The data indicated a low participation rate of women. This determined initial cause of the condition.</p> <p>Further analysis was conducted on accessions. The data showed 18 new criminal investigators in FY 2010. Thirteen of those positions were men who came from outside hires, while 5 of those positions came from the wildlife inspector series (1801) and one of those 5 was a woman.</p> <p>A review of recruitment sources showed that wildlife inspectors (1801), including women, are being hired as criminal investigators (1811) indicating a potential source of recruitment for CIs.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Limited recruitment sources produce few women candidates in law enforcement.</p> <p>FWS identified a potential source to fill 1811 CI vacancies through the 1801 series wildlife inspectors. However, FWS has not fully tapped into this source group when seeking to fill 1811 vacancies.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Partner with other Law Enforcement agencies comprised of experienced CIs.</p> <p>Develop recruitment strategies which enhance participation of women for CI positions.</p> <p>Develop internal training and career developmental opportunities for the pipeline.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>Chief, Office of Law Enforcement Division of Human Capital Office of Diversity and Inclusive Workforce Management</p>

DATE OBJECTIVE INITIATED:	December 15, 2009	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 Extended: September 30, 2012	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE
1. Examine applicant flow data to determine if the pool is sufficient to support selections of women into the Criminal Investigator GS-1811 series.		September 30, 2011
2. Survey employees currently in the Criminal Investigator GS-1811 series to identify the best recruitment sources.		September 30, 2011 Extended: September 30, 2012
3. Develop strategies such as partnering with other Federal Law Enforcement agencies and organizations such as Women in Federal Law Enforcement to develop targeted recruitment plans.		September 30, 2011 Extended: September 30, 2012
4. Provide interested new and current 1801s information on career paths to advance to 1811 positions.		September 30, 2012
Report of accomplishments and modifications to objective:		
1. ODIWM meet with senior management in law enforcement to discuss strategies to build the pipeline for CI. 2-4 FWS is currently reviewing further strategies and survey methods		
Planned activities for FY 2011:		
Expand and develop new partnerships, outreach sources, and recruitment tools with Federal Law Enforcement organizations, and associations.		

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FY 2010 - U. S. Fish and Wildlife Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>There is a low participation rate of individuals with targeted disabilities in FWS.</p> <p>This condition was recognized after examining the participation rate of permanent employees with targeted disabilities which is 1.2% compared with the Federal workforce benchmark which is 2.0%.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of workforce employment data was analyzed by comparing rates of participation for individual with disabilities in FWS with the Federal benchmark. This determined initial cause of the condition.</p> <p>The review indicated that on board permanent workforce at the end of FY 2010 had a percentage rate of change at 3.1% for targeted disabled and 3.2% for the totaled workforce.</p> <p>Further review was conducted of accessions and separations. Although FWS hired 10 (1.3%) individuals with targeted disabilities in permanent positions, participation rates remained unchanged for individuals with targeted disabilities at 1.2% in FY 2010. Worthy to note, FWS also hired 16 individuals with a targeted disability to temporary positions to create a pipeline.</p> <p>There were 7 separations of individuals with targeted disabilities in permanent positions which is 1.5% of separations from total permanent workforce when compared to the FY 2009 baseline of 1.2%.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Limited awareness and utilization of special hiring authorities for hiring qualified individuals with disabilities.</p> <p>Limited targeted outreach and recruitment to qualified individuals with disabilities.</p> <p>Limited selection of vacancies being made available for targeted recruitment.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Educate managers, supervisors and selecting officials about the use of special hiring authorities for qualified individuals with disabilities.</p> <p>Target outreach and recruitment for all FWS vacancies to qualified individuals with targeted disabilities.</p> <p>Encourage targeted recruitment with managers, supervisors to expand selection of</p>

	vacancies.	
RESPONSIBLE OFFICIALS:	FWS Directorate Managers and Supervisors Division of Human Capital Office of Diversity and Inclusive Workforce Management	
DATE OBJECTIVE INITIATED:	December 15, 2007	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2010	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE
1. Implement the Director’s hiring goals for individuals with targeted disabilities.		September 30, 2010 Ongoing
2. Continue to develop targeted recruitment initiatives to reach individuals with targeted disabilities. Activities are required to be reported in the Quarterly Accomplishment Report.		September 30, 2010 Ongoing
3. Continue to monitor statistics on hires of individuals with targeted disabilities and provide reports to managers and supervisors quarterly.		September 30, 2010 Ongoing
4. The Office of Diversity and Inclusive Workforce Management will continue to provide training, advice and guidance on the legal and regulatory requirements associated with special employment programs that can be used to hire individuals with disabilities and veterans (i.e., Schedule A – Appointment of Individuals with disabilities; Appointment of 30% or More Disabled Veterans.		September 30, 2010 Ongoing
Report of accomplishments and modifications to objective:		
1. The Director’s hiring goal for individuals with targeted disabilities of three (3) per Region for a total of 27 are issued annually. As of 9/30/2010, FWS hired 26 individuals with targeted disabilities out of 27.		
2. Each Region submitted a Diversity Action Plan in FY 2010 that included recruitment initiatives to reach individuals with targeted disabilities. Additionally, Regional recruitment activities were reported in quarterly accomplishment reports submitted to the Office of Diversity and Inclusive Workforce Management.		
3. Workforce statistics were monitored quarterly through the preparation and review of bureau wide, Regional and Assistant Directors Equal Employment Opportunity and Diversity Scorecards.		
4. Distributed factsheet in annual Diversity Training for managers and supervisors on how to recruit and hire disabled Veterans in non-paid and permanent positions. Factsheet was also made available on the FWS Intranet.		
FWS developed a number of outreach products such as a Veterans Program Video broadcast for the web, a presentation on Veterans Program Best Practices, and participated in OPM’s Veterans Advertising Campaign in support of hiring veterans with disabilities.		
In FY 2010, FWS worked with the newly appointed Department’s Veterans Program Manager to provide guidance and briefing materials on best practices and to host a DOI Veterans Workshop for all bureaus to learn about best practices.		
EEO and Diversity Training for managers and supervisors included information on workforce statistics for individuals with disabilities and how to recruit and retain individuals with disabilities.		

Managers and supervisors attended Department of Veterans Affairs and Operation Warfighter career fairs to reach disabled Veterans. Information on these programs and events was also provided for managers and supervisors who attended the Office of Diversity and Inclusive Workforce Management's Diversity Training in FY 2010.

Established position for Disability Program Manager and Disabled Veterans Program Manager for the FWS and Region 9.

Departmental and OPM policies were relayed to managers and supervisors in the following manner:

- Provided quarterly Equal Employment Opportunity and Diversity Scorecards and statistical workforce tables for the Regional and Assistant Directors to evaluate progress made towards diversity goals, including individuals with disabilities and targeted disabilities.
- The Director issued a mandatory goal in a memorandum on March 8, 2010 for each Region to hire a minimum of two persons with targeted disabilities toward a goal of 3 per Region and requested updates from Regional and Assistant Directors throughout the year and at Directorate meetings.
- The Director established a Diversity Council in FY 2010 with members comprised of the Directorate. The Council was tasked to develop a strategic action plan for diversity and inclusion (hiring and retaining minorities, women, and individuals with disabilities). The strategic planning process involved a review of nine regional action plans and feedback from Directorate meetings.
- The Office of Diversity and Inclusive Workforce Management participates on the Diversity Council in an advisory capacity and in FY 2010 provided the Council with a summary of the regional action plans and worked with the Council in developing a draft strategic plan that was reviewed by the Directorate.

In FY 2010, an all employee message was distributed to ask employees to update their race, national origin, and disability status in employee express. This resulted in an update of disability status information for Region 9.

FWS initiated a nationwide partnership with Paralyzed Veterans of America (PVA) by having PVA present at the Human Capital/DCR Conference. PVA had an opportunity to meet all FWS Human Resource Officers and Diversity and Civil Rights Chiefs and is working with them to increase coordination between PVA and the FWS's offices around the country.

FWS's Disability Program Manager and Disabled Veterans Program Manager in the Office of Diversity and Inclusive Workforce Management worked as a liaison to the Department's Veterans Program Manager and participated in a working group of HR and EEO representatives to establish a Strategic Plan for DOI's Veterans Program.

Planned activities for FY 2011:

FWS has an objective, listed in Part I of this Plan, to continue the Director's goal of hiring 27 individuals with disabilities (3 per Region) in an effort to increase the number of individuals with targeted disabilities hired in FY 2011. See Part J for other planned activities.

FWS has proposed through its Diversity and Inclusion Plan to sponsor Workforce Recruiters for each Region that will focus on recruitment of groups with low participation.

Part J

Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities

**EEOC FORM
715-01 PART J**

U.S. Equal Employment Opportunity Commission

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report
Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted
Disabilities**

PART I Department or Agency Information	1. Agency	1. Department of the Interior (DOI)					
	1.a. 2 nd Level Component	1.a. U. S. Fish and Wildlife Service					
	1.b. 3 rd Level or lower	1.b.					

PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number	October 1, 2009		September 30, 2010		Net Change	
		Number	%	Number	%	Number	Percentage Change
	Total Work Force	8,313	100.00%	8,579	100.00%	266	3.2%
	Reportable Disability	655	7.9%	669	7.8%	14	2.1%
	Targeted Disability*	98	1.2 %	101	1.2%	3	3.1%
	* If the rate of change for individuals with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Individuals with targeted disabilities during the reporting period.					Data not available.	
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					Data not available.	

PART III Participation Rates In Agency Employment Programs

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	450	32	7.1	3	0.7	0	0	418	93.0
4. Non-Competitive Promotions	528	34	6.4	7	1.3	0	0	494	94.0
5. Employee Career Development Programs	72	0	0	0	0	1	1.4	71	98.6
5.a. Grades 5 to 12	48	0	0	0	0	1	2.1	47	97.9
5.b. Grades 13 – 14	24	0	0	0	0	0	0	24	100
5.c. Grade 15/SES	0	0	0	0	0	0	0	0	0
6. Employee Recognition and Awards	10,423	765	7.3	96	0.9	197	1.9	9,461	90.8
6.a. Time-Off Awards (Total hrs awarded)	15,526	1305	8.4	156	1.0	216	1.4	14,005	90.2
6.b. Cash Awards (total \$ awarded)	14,916,380	1,078,708	7.2	151,665	1.0	293,986	1.2	13,543,686	91.0
6.c. Quality-Step Increase	272	24	8.8	5	1.8	7	2.6	241	88.6

Part IV
Identification and Elimination of Barriers

Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using **FORM 715-01 PART I**. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.

Part V: Objectives for Individuals with Targeted Disabilities

At the end of FY 2010, there were a total of 101 individuals with targeted disabilities in the permanent workforce, an increase of 3 over the previous year. Nevertheless, with workforce growth the participation rate remained flat at 1.2%.

Accessions:

There were a total of 10 individuals with targeted disabilities hired into permanent positions during FY 2010, constituting 1.3% of permanent hires.

Separations:

There were a total of 7 individuals with targeted disabilities separated from the permanent workforce during FY 2010, constituting 1.5% of separations. Although slightly above their on-board participation rate of 1.2%, this difference is not statistically significant.

Promotions:

There were a total of 981 promotions (competitive & non-competitive) in the permanent workforce during FY 2010. Of these, 11 had targeted disabilities. This constituted 1.1% of promotions. Although slightly below their on-board participation rate of 1.2%, the difference is not statistically significant.

Objective:

FWS has an objective, listed in Part I of this Plan, to continue the Director's goal of hiring 27 individuals with targeted disabilities (3 per Region).

Summary of Recruitment Guide for Individuals with Targeted Disabilities

Recruitment Strategies

- Establish recruitment teams with participation of managers, Human Resources and Diversity and Inclusive Workforce Management staff.
- Share successful recruitment of individuals with targeted disabilities, best practices with the Regions/Programs so that they may benefit from proven successful practices.
- Maximize recruiting from all sources when filling positions, including those in the Senior Executive Service, managerial and supervisory positions at grades GS-13 to GS-15, in an effort to attract a broader pool of candidates with disabilities.
- Develop collaborative recruiting partnerships with community, academic and governmental groups to locate and market potential applicants to managers.
- Improve outreach and access to employment opportunities for individuals with disabilities.
- Cultivate contacts at colleges and universities and other placement offices to increase the awareness of the FWS's interests to identify applicants/candidates for positions.

- Participate in college career fairs to reach students with disabilities.
- Use the FWS's website to raise awareness of FWS as an employer of choice.
- Use the internet and social media to help recruit individuals with disabilities and raise awareness of FWS as an employer of choice. Target rehabilitation agency websites and websites used by individuals with disabilities and personnel separating from military service.
- Increase FWS's presence at meetings and conferences of organizations serving individuals with disabilities to target a larger pool of potential candidates.
- Contact students with disabilities listed in the Workforce Recruitment Program (WRP) annual on-line recruitment list to encourage students to visit FWS's website for job vacancy announcements and inform them about student employment opportunities.

Recruitment Sources

Expand the use of recruitment sources of applicants with disabilities including:

- State/local Vocational Rehabilitation Agencies (SVRAs)
- U.S. Department of Veterans Affairs (VA)
- Department of Defense, Operation Warfighter Program
- Job Accommodation Network (JAN)
- Workforce Recruitment Program for College Students with Disabilities (WRP)
- OPM's resume bank for persons with disabilities
- Employer Assistance Referral Network (EARN)
- Rehabilitation Services Administration (RSA)
- Professional organizations and publications serving the interests of individuals with disabilities, and
- National and local community organizations and disability advocacy groups.

Hiring Strategies

The Branch of Human Resources and the Office of Diversity and Inclusive Workforce Management will provide guidance to managers on the use of the special appointing authorities available when hiring individuals with disabilities, including but not limited to:

- **Schedule A, 5 CFR 213.3102(u) for hiring people with severe physical disabilities, psychiatric disabilities, and mental retardation.** This excepted authority is used to appoint persons with severe physical disabilities, psychiatric disabilities, and intellectual disabilities. Such individuals may qualify for conversion to permanent status after two years of satisfactory service. Severe physical disabilities include but are not limited to blindness, deafness, paralysis, missing limbs, epilepsy, dwarfism, and more.
- **Schedule A, 5 CFR 213.3102(11) for hiring readers, interpreters, and personal assistants.** This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities as reasonable accommodations.

- **5 CFR 315.604 for hiring disabled veterans enrolled in a Department of Veterans Affairs (VA) training program.** This authority is used to hire veterans with disabilities who are eligible for training under the VA vocational rehabilitation program (38 U.S.C. Chapter 31). The veterans may enroll for training or work experience at an agency under the terms of an agreement between the agency and VA. Veterans in this program are beneficiaries of the VA, thus for most purposes are not Federal employees. Upon successful completion of the program, the Region may appoint the veterans non-competitively under a status quo appointment that may be converted to permanent status at any time.
- **5 CFR 316.201(b) for hiring worker-trainees for programs such as the Welfare to Work program.** Federal agencies are encouraged to expand the use of the worker-trainee authority under TAPER (Temporary Appointment Pending Establishment of a Register) and other excepted service hiring authorities to appoint welfare recipients to entry-level positions. Accordingly, the worker-trainee authority may be used as an additional tool to increase employment opportunities for people with disabilities under the Welfare to Work program.
- **5 CFR 316.302(b)(4) and 5 CFR 316.402(b)(4) for hiring 30 percent or more disabled veterans.** These authorities are used to hire veterans with a compensable service connected disability of 30% or more who was issued a notice of retirement or discharge from active military service due to the disability; or who was rated by the VA within the preceding year, as having a compensable service-connected disability of 30 percent or more. If the appointment is for more than 60 days, they may be converted, without a break in service, to permanent status at any time during the appointment.

Retention Strategies

- Monitor the participation of individuals with targeted disabilities in career development and formal leadership training programs.
- Strengthen the Individuals with Disabilities Special Emphasis Program to provide awareness and education to management and employees on issues relating to employees with disabilities, especially during the observance for Disability Employment Awareness Month (October).
- Educate managers on how to make the workplace accessible for individuals with disabilities and how to assess the ability of a potential employee with disabilities to perform the essential functions of the job.
- Provide managers information on the DOI's Reasonable Accommodation Policy.
- Provide managers and supervisors information on obtaining electronic equipment through the Department of Defense, Computer/Electronics Accommodations Program.
- Managers will check that their supervisors are keeping IDPs in compliance.
- Continue the Director's hiring goals for individuals with targeted disabilities; and, monitor and track progress and retention quarterly.



U.S. Fish & Wildlife Service

Deputy Director—Program Management & Policy
Dan Ashe

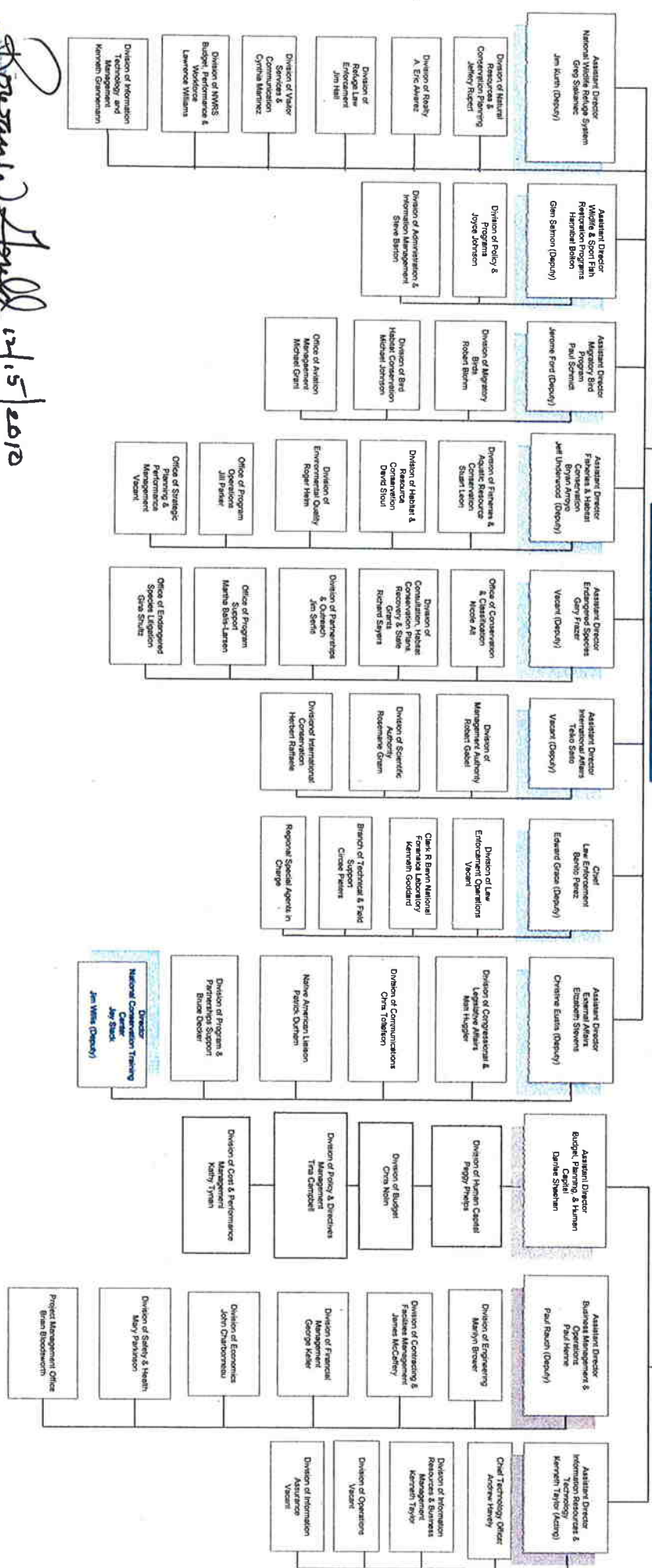
Acting Director
Rowan Gould

Deputy Director—Operations
Rowan Gould

Director's Office
Chief of Staff
Vacant
Special Assistant
Genevieve LaRocque
Deputy Ethics Officer
Anne Bradley
FWS Liaison
Andrew Gude

Science Advisor
Gabriela Chertom
Seán Mori (Deputy)

**Office of Diversity & Inclusive
Workforce Management**
Inez Uhl



Foran
Director U.S. Fish & Wildlife Service
Date 12/15/2010



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

In Reply Refer To:
FWS/ABHC/HC/EOD/044042

MAR - 8 2010

Memorandum

To: Service Directorate
Acting
From: Director *Rowanne Gould*
Subject: Goal for Hiring Individuals with Targeted Disabilities
(Response due 30 days from date of memorandum)

The U.S. Fish and Wildlife Service (Service) is committed to diversifying its workforce and to hiring individuals with targeted disabilities. Over the last three years participation of individuals with targeted disabilities in the Service declined from 1.1 percent to 0.9 percent. The current Federal goal for each agency is 2 percent. In an effort to correct this shortfall, I am requiring each Region to hire at least 2 individuals with targeted disabilities toward the annual goal of 3. I note that in the first quarter of Fiscal Year 2010, the Service has hired only 2 individuals with targeted disabilities. I expect you to take appropriate action to make progress in accomplishing our goal. It is the right thing to do. We will discuss your progress at your next scheduled performance review.

In addition, the Secretary has asked the Bureau Directors for a plan of action to achieve diversity in their Bureau. Making progress in diversity will be a separate element in the SES performance elements. I am asking each of you to have your managers and supervisors begin working immediately with their Diversity and Civil Rights and Human Resources Offices to recruit, hire and maintain a diverse workforce. Please provide me a report of your proposed diversity initiatives 30 days from the date of this memorandum. These diversity initiatives will be incorporated in a Service-wide Plan.

With our increased personal commitment, we will be rewarded with a truly diverse workforce.



United States Department of the Interior

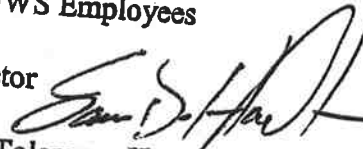
FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

In Reply Refer To:
FWS/ABHC/HC/043517

JAN 04 2010

Memorandum

To: All FWS Employees
From: Director 
Subject: Zero Tolerance Harassment Policy

It is the policy of the U.S. Fish and Wildlife Service (Service) to provide employees with a work environment that is free from harassment. The Service prohibits harassment on the basis of race, color, religion, age (40 years or older), disability (physical or mental), national origin, reprisal, sex (whether or not of a sexual nature), sexual orientation, or genetic information.

Workplace harassment is any form of unwelcome, pervasive, persistent, and unsolicited verbal, non-verbal, or physical conduct that is so objectively offensive that it alters the victim's terms and conditions of employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to unreasonably interfere with an employee's work performance by creating an intimidating, abusive, offensive, and hostile work environment. Harassment, whether committed by a supervisor, co-worker, colleague, manager, or non-employee to include a contractor, is strictly prohibited and will not be tolerated.

The use of derogatory words, phrases, epithets, gestures, pictures, drawings, or cartoons that target race, color, religion, age (40 years or older), disability (physical or mental), national origin, sex, or sexual orientation, can create an intimidating and hostile work environment and will not be tolerated in the workplace regardless of the means of delivery to include, but not limited to, verbal communication, electronic mail, text messaging, or any other form of written or electronic communication.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

FEB 22 2010

In Reply Refer To:
FWS/ABHC/HC/EOD/044029

Memorandum

To: Service Directorate
From: Acting Director *Ross W. Gould*
Subject: Service Policy on Mandatory Equal Employment Opportunity and Diversity Training for Managers, Supervisors and Employees

The Secretary of the Interior has issued a new policy on Equal Employment Opportunity (EEO) and Diversity Training for Managers, Supervisors and Employees (copy attached). Managers and supervisors are required to complete a minimum of 8 hours of training on an annual basis: 4 hours of EEO training and 4 hours of diversity training. This training will equip all managers and supervisors with the tools necessary to ensure that every employee working for the U.S. Fish and Wildlife Service is provided a work environment that is free of discrimination.

The completion of mandatory training is a management responsibility. I am asking that each of you regularly assess the completion rate of your managers and supervisors and provide a status report to me through your Regional Diversity and Civil Rights Office on a quarterly basis. The Regional Diversity and Civil Rights Offices will provide the status to the Washington Office, Branch of Equal Opportunity and Diversity no later than the 30th day of the month following the end of each quarter. The first report is due to the Washington Office, Branch of Equal Opportunity and Diversity by April 30, 2010.

After careful review and analysis of discrimination complaints in the Service, I am requiring that the mandatory EEO training include a minimum of one hour of training on harassment in the workplace and one hour of training on issues dealing with reprisal. The training may be completed through various media, including classroom setting, online, audio or video conference, satellite broadcast, and webinar. Videos and DVDs may be used to complement facilitated training.

I also recommend that all non-supervisory employees complete a minimum of 4 hours of EEO and diversity training on an annual basis. Therefore, please encourage your non-supervisory employees to do so.

If you have any questions concerning EEO and diversity training, please contact Inez Uhl, EEO Officer at 703-358-2396.

Attachment

Certification of Completion of EEO/Diversity Training

This document certifies that I have completed the required annual Equal Employment Opportunity (EEO)/Diversity training.

Name:			
Fiscal Year:		Date Submitted:	
Region/Program:		Immediate Supervisor:	

The 8 hours of EEO and Diversity Training (4 hours EEO Training which included (a minimum of 1 hour for training on harassment in the workplace and 1 hour of training on issues that deal with reprisal) and 4 hours of Diversity Training) requirement was achieved by the following means:

Date	Vendor	Subject	Hours	Cost

Please send the form electronically to your Regional Diversity and Civil Rights office. Please print a copy for your records too.



THE SECRETARY OF THE INTERIOR
WASHINGTON

JAN 29 2010

To: Assistant Secretaries
Solicitor
Inspector General
Bureau and Office Heads

From: Secretary *Ken Salazar*

Subject: Equal Employment Opportunity and Diversity Training for Managers,
Supervisors, and Employees

Equal access to employment opportunities in the workplace is critical to accomplishing our goal of attracting, recruiting, hiring, developing, and retaining a quality diverse workforce that can deliver results and ensure that we are achieving the Department's mission. To ensure that the Department is moving forward in its efforts to engage all segments of the workforce, increase customer satisfaction, and improve overall performance, we must equip our managers and supervisors with the tools they need to be successful. I am requiring the following of all managers and supervisors:

- 1) Completion of 4 hours, at a minimum, of Equal Employment Opportunity training on an annual basis; and
- 2) Completion of 4 hours, at a minimum, of diversity training on an annual basis.

To ensure compliance bureau/office heads, or their designees, will assess completion of the required training for their managers and supervisors on a semi-annual basis. Reviews should take place at the end of the second and fourth quarters of each fiscal year. Bureaus will work with their DOI Learn Coordinators, Human Resources Offices, and EEO Offices to track completion of the training.

To maintain a high level of cultural competency and respect for our differences in the workplace, I am recommending that all non-supervisory employees complete a minimum of 4 hours of EEO and diversity training on an annual basis.

The EEO training may include, but is not limited to, such topics as roles and responsibilities within the EEO process, prevention of sexual harassment, reasonable accommodations, accessibility, and alternative dispute resolution. Diversity training may include, but is not limited to, such topics as generational differences, valuing diversity, communications across cultures, gender biases, conflict management, and disability etiquette. The EEO and diversity training may be completed through various media, including classroom setting, online, audio or video conference, satellite broadcast, and webinar.

If you have bureau specific questions concerning EEO and diversity training, please contact your servicing EEO Office. Questions related to this policy may be addressed to the Departmental Office of Civil Rights at (202) 208-5693.

You cannot attend the Branch of Equal Opportunity training as you may use other in-person or on-line training such as, earn, towards the EEO training requirement. See the list below, or topics that meet the training requirement. Please note that for DOI Learn you will have access to a larger selection of courses if you purchase Skillsoft licenses from DOI University before the end of April 2010. For more information on how to purchase the licenses go to { HYPERLINK "http://www.doiu.nbc.gov/skillsoft" }

Training That Meets The EEO Requirements				
Accessibility	Civil Rights	Disability Accommodations	Emotional Intelligence	Limited English Proficiency
Affirmative Employment Program	Civilian Labor Force Statistics	Disability Discrimination	Employment Discrimination	Cultures
Age Discrimination	Color Discrimination	Diversity	Employment Law	Gender Discrimination
Alternative Dispute Resolution	Communication Skills	Diversity Initiatives	Equal Employment Opportunity	Genetic Information Discrimination
Americans with Disabilities Act	Complaints Process	Diversity Scorecards	Hostile Work Environment	Interviewing – Avoiding EEO Pitfalls
Harassment	Conflict Management	Inclusion	Managing Workforce Diversity	Mediation
Myers-Briggs Type Indicator	National Origin Discrimination	No Fear Act	Problem Solving	Race Discrimination
Recruiting for Diversity	Rehabilitation Act (Title I)	Religion-Discriminating Against	Religious Accommodations	Retaliation
Retention of Women and Minorities	Section 504 of the Rehab Act	Section 508 of the Rehab Act	Sexual Orientation Discrimination	Special Hiring Authorities
Status As a Parent Discrimination	Targeted Recruitment Plans	Team Building	Title VII of the Civil Rights Act	Title IX of the Education Act
Tolerance	World Religion	Executive Order 13164 (Requiring Federal Agencies To Establish Procedures To Facilitate the Provision of Reasonable Accommodation		Management Directive 715 (Federal Responsibilities under Section 717 of Title VII and Section 501 of the Rehabilitation Act)
				Management Directive 110 (Federal Sector Complaints Processing Manual)



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

Memorandum

To: Solicitor
Special Trustee
Assistant Secretaries
Bureau Directors

From: Rhea S. Suh *R. Suh* JUL 16 2010
Assistant Secretary for Policy, Management and Budget

Subject: Diversity Advocacy Performance Statement for Senior Executives

In order to ensure a high-performing workforce that draws on the strengths of America's diversity, the Executive Resources Board has approved a diversity advocacy performance statement for inclusion in all Senior Executive Service performance plans, effective immediately. The statement clarifies the Department's expectations for executive performance on diversity-related issues. The language to be included on all SES performance plans (form DI-2011, page 4, under "Mandatory Department-wide Element") is as follows:

"Promotes workforce diversity, provides fair and equitable recognition and equal opportunity, and promptly and appropriately addresses allegations of harassment or discrimination."

You may use the attachments to this memorandum as aids for discussion with your executives as you implement this provision. The first attachment provides expectations at the various levels of performance. The second attachment gives examples of diversity advocacy that rating officials may find useful when determining which level of performance to assign at the end of the rating period.

Please meet with your executives at your earliest opportunity to be certain they are aware of this mandatory addendum to their 2010 performance plans. Cultivating a diverse workplace has many positive benefits, among them are improved morale, greater teamwork, and an atmosphere of mutual understanding and respect.

Any questions concerning this memorandum should be referred to Jeni Mallios, Executive Resources Director, on 202-513-0874.

Attachments

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2010

PART I - PRE-COMPLAINT ACTIVITIES

EEO COUNSELOR

	COUNSELINGS	INDIVIDUALS
A. TOTAL COMPLETED/ENDED COUNSELINGS	36	36
1. COUNSELED WITHIN 30 DAYS	15	15
2. COUNSELED WITHIN 31 TO 90 DAYS	20	20
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	12	12
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	6	6
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	2	2
3. COUNSELED BEYOND 90 DAYS	1	1
4. COUNSELED DUE TO REMANDS	0	0

ADR INTAKE OFFICER

	COUNSELINGS	INDIVIDUALS
B. TOTAL COMPLETED/ENDED COUNSELINGS	0	0
1. COUNSELED WITHIN 30 DAYS	0	0
2. COUNSELED WITHIN 31 TO 90 DAYS	0	0
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	0	0
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	0	0
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	0	0
3. COUNSELED BEYOND 90 DAYS	0	0
4. COUNSELED DUE TO REMANDS	0	0

COMBINED TOTAL

	COUNSELINGS	INDIVIDUALS
C. TOTAL COMPLETED/ENDED COUNSELINGS	36	36
1. COUNSELED WITHIN 30 DAYS	15	15
2. COUNSELED WITHIN 31 TO 90 DAYS	20	20
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	12	12
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	6	6
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	2	2
3. COUNSELED BEYOND 90 DAYS	1	1
4. COUNSELED DUE TO REMANDS	0	0

D. PRE-COMPLAINT ACTIVITIES

	COUNSELINGS	INDIVIDUALS
1. ON HAND AT THE BEGINNING OF THE REPORTING PERIOD	6	5
2. INITIATED DURING THE REPORTING PERIOD	38	38
3. COMPLETED/ENDED COUNSELINGS	36	36
a. SETTLEMENTS (MONETARY AND NON-MONETARY)	5	5
b. WITHDRAWALS/NO COMPLAINT FILED	17	17
c. COUNSELINGS COMPLETED/ENDED IN REPORTING PERIOD THAT RESULTED IN COMPLAINT FILINGS IN REPORTING PERIOD	14	14
d. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0
4. COUNSELINGS PENDING AT THE END OF THE REPORTING PERIOD	8	7

E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS

	COUNSELINGS	INDIVIDUALS	AMOUNT
TOTAL	0	0	\$ 0.00
1. COMPENSATORY DAMAGES	0	0	\$ 0.00
2. BACKPAY/FRONTPAY	0	0	\$ 0.00
3. LUMP SUM PAYMENT	0	0	\$ 0.00
4. ATTORNEY FEES AND COSTS	0	0	\$ 0.00
5. HALF SALARY COMPENSAT	0	0	\$ 0.00
6.			\$
7.			\$

F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS

	COUNSELINGS	INDIVIDUALS
TOTAL	3	3
1. HIRES	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
2. PROMOTIONS	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
3. EXPUNGEMENTS	0	0
4. REASSIGNMENTS	0	0
5. REMOVALS RESCINDED	0	0
a. REINSTATEMENT	0	0
b. VOLUNTARY RESIGNATION	0	0
6. ACCOMMODATIONS	1	1
7. TRAINING	0	0
8. APOLOGY	1	1
9. DISCIPLINARY ACTIONS	1	1
a. RESCINDED	1	1
b. MODIFIED	0	0
10. PERFORMANCE EVALUATION MODIFIED	0	0
11. LEAVE RESTORED	0	0
12. MODIFIED SF-50, AWOL, I		
13.		

G. ADR SETTLEMENTS WITH MONETARY BENEFITS

	COUNSELINGS	INDIVIDUALS	AMOUNT
TOTAL	0	0	\$ 0.00
1. COMPENSATORY DAMAGES	0	0	\$ 0.00
2. BACKPAY/FRONTPAY	0	0	\$ 0.00
3. LUMP SUM PAYMENT	0	0	\$ 0.00
4. ATTORNEY FEES AND COSTS	0	0	\$ 0.00
5. TRAVEL			\$
6.			\$
7.			\$

H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS

	COUNSELINGS	INDIVIDUALS
TOTAL	2	2
1. HIRES	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
2. PROMOTIONS	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
3. EXPUNGEMENTS	0	0
4. REASSIGNMENTS	0	0
5. REMOVALS RESCINDED	1	1
a. REINSTATEMENT	0	0
b. VOLUNTARY RESIGNATION	1	1
6. ACCOMMODATIONS	0	0
7. TRAINING	1	1
8. APOLOGY	0	0
9. DISCIPLINARY ACTIONS	0	0
a. RESCINDED	0	0
b. MODIFIED	0	0
10. PERFORMANCE EVALUATION MODIFIED	0	0
11. LEAVE RESTORED	0	0
12. PRIORITY CONSIDERATION		
13. VACANCY READVERTISED/		

I. NON-ADR SETTLEMENTS

	COUNSELINGS	INDIVIDUALS
TOTAL	3	3

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: **Fish And Wildlife Service**

REPORTING PERIOD: **FY 2010**

PART II - FORMAL COMPLAINT ACTIVITIES

26	A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD
14	B. COMPLAINTS FILED
0	C. REMANDS (sum of lines C1+C2+C3)
0	C.1. REMANDS (NOT INCLUDED IN A OR B)
0	C.2. REMANDS (INCLUDED IN A OR B)
0	C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C.2 ABOVE
0	C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F OR H THAT RESULTED FROM REMANDS
40	D. TOTAL COMPLAINTS (sum of lines A+B+C1)
40	E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED
11	F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD
0	G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED
0	H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD
29	I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + ((C2 + C3) - C4)
14	J. INDIVIDUALS FILING COMPLAINTS
0	K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS

PART III - AGENCY RESOURCES, TRAINING, REPORTING LINE

A. AGENCY & CONTRACT RESOURCES

	AGENCY		CONTRACT	
	NUMBER	PERCENT	NUMBER	PERCENT
1. WORK FORCE				
a. TOTAL WORK FORCE	10274			
b. PERMANENT EMPLOYEES	8569			
2. COUNSELOR	3		0	
a. FULL-TIME	0	0.00	0	0.00
b. PART-TIME	3	100.00	0	0.00
c. COLLATERAL DUTY	0	0.00	0	0.00
3. INVESTIGATOR	0		3	
a. FULL-TIME	0	0.00	0	0.00
b. PART-TIME	0	0.00	3	100.00
c. COLLATERAL DUTY	0	0.00	0	0.00
4. COUNSELOR/INVESTIGATOR	0		0	
a. FULL-TIME	0	0.00	0	0.00
b. PART-TIME	0	0.00	0	0.00
c. COLLATERAL DUTY	0	0.00	0	0.00

B. AGENCY & CONTRACT STAFF TRAINING

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
1. NEW STAFF - TOTAL	0	0	0	0	0	0
a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS	0	0	0	0	0	0
b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF	0	0	0	0	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0
2. EXPERIENCED STAFF - TOTAL	3	0	0	3	0	0
a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS	0	0	0	0	0	0
b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF	3	0	0	3	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0

C. REPORTING LINE

1. EEO DIRECTOR'S NAME: **Inez Uhl**

1a. DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD? YES NO
☐ ☒

2. IF NO, WHO DOES THE EEO DIRECTOR REPORT TO?
PERSON: **Denise Sheehan**

TITLE: **Asst. Director Budget, Planning & Human Capital**

3. WHO IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EEO PROGRAM IN YOUR DEPARTMENT/AGENCY/ORGANIZATION?
PERSON: **Inez Uhl**

TITLE: **Equal Employment Opportunity Officer**

4. WHO DOES THAT PERSON REPORT TO?
PERSON: **Denise Sheehan**

TITLE: **Asst. Director, Budget, Planning & Human Capital**

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

REPORTING PERIOD: FV 2010

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION																	AGE	DISABILITY		GMA	TOTAL BASES BY ISSUE	TOTAL COMPLAINTS BY ISSUE	TOTAL COMPLAINTS BY ISSUE
	RACE						COLOR	RELIGION	SEXUAL	SEX		NATIONAL ORIGIN		EQUAL PAY ACT		MENTAL	PHYSICAL							
	AMER INDIAN ALASKA NATIVE	ASIAN	HAWAIIAN PACIFIC ISLANDER	BLACK AFRICAN AMERICAN	WHITE	UNKNOWN RACE				MALE	FEMALE	HISPANIC LATINO	OTHER	MALE	FEMALE									
A. APPOINTMENT/THIRTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1	
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
D. CONVERSION TO FULL TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	1	2	0	3	3	
1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2. REPRISAL	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	0	3	1	1	
3. SUSPENSION	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	3	2	2	
4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5. LTR, COUNSELING, 7 LTR COUNSEL																		0	0	0	0	0	0	
6.																								
7.																								
DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
EVALUATION/APPRaisal	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1	0	4	2	2
EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MANAGEMENT	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
1. NON-SEXUAL	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2	2	0	6	4	4
2. SEXUAL									0	0	0	0	0	0	0	0	0	2	2	2	0	6	4	4
MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0	
PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PROMOTION/NOISE-SELECTION	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	4	2	2
1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
REASONABLE ACCOMMODATION								0	1															

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)**

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2010

PART IVA - BASES OF DISCRIMINATION IN FINDINGS AND ALLEGED IN SETTLEMENTS																			
FINDINGS/ALLEGATIONS IN:		BASES OF DISCRIMINATION IN FINDINGS AND ALLEGED BASES IN SETTLEMENTS																	
		RACE						RELIGION						SEX					
		WHITE	BLACK	ASIAN	HISPANIC	OTHER	UNKNOWN	PROTESTANT	CATHOLIC	JEW	MUSLIM	OTHER	UNKNOWN	MALE	FEMALE	UNKNOWN	UNKNOWN	AGE	DISABILITY
1. Counseling Settlement Allegations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1a. Number of Counselings Settled		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1b. Number of Counselings Settled With		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Complaint Settlement Allegations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2a. Number of Complaints Settled		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2b. Number of Complaints Settled With		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Final Agency Decision Findings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3a. Number FADs with Findings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3b. Number Complaints Issued FAD Findings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. AJ Decision Findings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4a. Number AJ Decisions With Findings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Final Agency Order Findings Implemented		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5a. Number of Final Orders With Findings Implemented		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5b. # of Complaints Issued FOs with Findings Implemented		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SETTLEMENT ALLEGATIONS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FINAL ACTION FINDINGS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

PART IVB - ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGED IN SETTLEMENTS																			
FINDINGS/ALLEGATIONS IN:		ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGED ISSUES IN SETTLEMENTS																	
		AGE						RELIGION						SEX					
		WHITE	BLACK	ASIAN	HISPANIC	OTHER	UNKNOWN	PROTESTANT	CATHOLIC	JEW	MUSLIM	OTHER	UNKNOWN	MALE	FEMALE	UNKNOWN	UNKNOWN	AGE	DISABILITY
1. Counseling Settlement Allegations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1a. Number of Counselings Settled		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1b. Number of Counselings Settled With		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Complaint Settlement Allegations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2a. Number of Complaints Settled		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2b. Number of Complaints Settled With		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Final Agency Decision Findings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3a. Number FADs with Findings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3b. Number Complaints Issued FAD Findings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. AJ Decision Findings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4a. Number AJ Decisions With Findings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Final Agency Order Findings Implemented		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5a. Number of Final Orders With Findings Implemented		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5b. # of Complaints Issued FOs with Findings Implemented		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SETTLEMENT ALLEGATIONS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FINAL ACTION FINDINGS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2010

PART V - SUMMARY OF CLOSURES BY STATUTE

A. STATUTE (IF A SINGLE COMPLAINT HAS MULTIPLE STATUTES RECORD EACH ON THE APPROPRIATE LINE.)

- | | |
|----|---|
| 10 | 1. TITLE VII |
| 3 | 2. AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA) |
| 1 | 3. REHABILITATION ACT |
| 0 | 4. EQUAL PAY ACT (EPA) |
| 0 | 5. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA) |

B. TOTAL BY STATUTES

14 THIS NUMBER MAY BE LARGER THAN THE TOTAL NUMBER OF COMPLAINTS CLOSED.
(A1+A2+A3+A4+A5)

PART VI - SUMMARY OF CLOSURES BY CATEGORY

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
A. TOTAL NUMBER OF CLOSURES (1+2+3)	11	4881	443.73
1. WITHDRAWALS	2	813	406.50
a. NON-ADR WITHDRAWALS	2	813	406.50
b. ADR WITHDRAWALS	0	0	0.00
2. SETTLEMENTS	3	1446	482.00
a. NON-ADR SETTLEMENTS	3	1446	482.00
b. ADR SETTLEMENTS	0	0	0.00
3. FINAL AGENCY ACTIONS (B+C)	6	2622	437.00
B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION (1+2+3)	5	1998	399.60
1. FINDING DISCRIMINATION	0	0	0.00
2. FINDING NO DISCRIMINATION	5	1998	399.60
3. DISMISSAL OF COMPLAINTS	0	0	0.00
C. FINAL AGENCY ORDERS WITH AN ADMINISTRATIVE JUDGE (AJ) DECISION (1+2)	1	624	624.00
1. AJ DECISION FULLY IMPLEMENTED (a+b+c)	1	624	624.00
(a) FINDING DISCRIMINATION	0	0	0.00
(b) FINDING NO DISCRIMINATION	1	624	624.00
(c) DISMISSAL OF COMPLAINTS	0	0	0.00
2. AJ DECISION NOT FULLY IMPLEMENTED (a+b+c)	0	0	0.00
(a) FINDING DISCRIMINATION (i+ii+iii)	0	0	0.00
i. AGENCY APPEALED FINDING BUT NOT REMEDY	0	0	0.00
ii. AGENCY APPEALED REMEDY BUT NOT FINDING	0	0	0.00
iii. AGENCY APPEALED BOTH FINDING AND REMEDY	0	0	0.00
(b) FINDING NO DISCRIMINATION	0	0	0.00
(c) DISMISSAL OF COMPLAINTS	0	0	0.00

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY

STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2010

PART VI - SUMMARY OF CLOSURES BY CATEGORY (Continued)

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
D. FINAL AGENCY MERIT DECISIONS (FAD) ISSUED (1+2+3+4)	5	537	107.40
1. COMPLAINANT REQUESTED IMMEDIATE FAD (1a+1b)	3	327	109.00
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF FAD REQUEST	1	36	36.00
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND RECEIPT OF FAD REQUEST	2	291	145.50
2. COMPLAINANT DID NOT ELECT HEARING OR FAD (2a+2b)	1	62	62.00
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF END OF 30-DAY ELECTION PERIOD	0	0	0.00
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND END OF 30-DAY ELECTION PERIOD	1	62	62.00
3. HEARING REQUESTED; AJ RETURNED CASE TO AGENCY FOR FAD WITHOUT AJ DECISION (3a+3b)	1	148	148.00
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	0	0	0.00
b. AGENCY ISSUED FAD MORE THAN 60 DAYS AFTER RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	1	148	148.00
4. FINAL AGENCY DECISION ISSUED ON A MIXED CASE (4a+4b)	0	0	0.00
a. AGENCY ISSUED FAD WITHIN 45 DAYS AFTER INVESTIGATION	0	0	0.00
b. AGENCY ISSUED FAD MORE THAN 45 DAYS AFTER INVESTIGATION	0	0	0.00
	0	0	0.00

PART VII - SUMMARY OF FORMAL COMPLAINTS CLOSED BY TYPES OF BENEFITS

	NUMBER	AMOUNT
A. TOTAL COMPLAINTS CLOSED WITH BENEFITS	3	
B. CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT	2	\$ 49,300.00
1. BACK PAY/FRONT PAY	0	\$ 0.00
2. LUMP SUM PAYMENT	1	\$ 39,500.00
3. COMPENSATORY DAMAGES	0	\$ 0.00
4. ATTORNEY FEES AND COSTS	1	\$ 9,800.00
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E. CLOSURES WITH NON-MONETARY BENEFITS	1	
F. TYPES OF BENEFITS	NUMBER OF CLOSURES WITH MONETARY BENEFITS	NUMBER OF CLOSURES WITH NON-MONETARY BENEFITS
1. HIRES	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
2. PROMOTIONS	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
3. EXPUNGEMENTS	0	0
4. REASSIGNMENTS	0	0
5. REMOVALS RESCINDED	0	0
a. REINSTATEMENT	0	1
b. VOLUNTARY RESIGNATION	0	0
6. ACCOMMODATIONS	0	1
7. TRAINING	0	0
8. APOLOGY	0	0
9. DISCIPLINARY ACTIONS	0	0
a. RESCINDED	1	2
b. MODIFIED	1	1
10. PERFORMANCE EVALUATION MODIFIED	0	1
11. LEAVE RESTORED	1	0
12. RETIRE, EMP./HR,HR/EMP.	0	0
13. USE OF ALL I.V.		
4.0		

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2010

PART VIII - SUMMARY OF PENDING COMPLAINTS BY CATEGORY

A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line I) (1+2+3+4)	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	NUMBER OF DAYS PENDING FOR OLDEST CASE
	29	19810		
1. COMPLAINTS PENDING WRITTEN NOTIFICATION (Acknowledgement Letter)	1	1	1.00	1
2. COMPLAINTS PENDING IN INVESTIGATION	5	305	61.00	134
3. COMPLAINTS PENDING IN HEARINGS	14	15346	1096.14	2295
4. COMPLAINTS PENDING A FINAL AGENCY ACTION	9	4158	462.00	1923

PART IX - SUMMARY OF INVESTIGATIONS COMPLETED

	TOTAL	TOTAL DAYS	AVERAGE DAYS
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD (1+3)	17	3776	222.12
1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL (a+b+c)	0	0	0.00
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	0	0	0.00
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	0	0	0.00
1. TIMELY COMPLETED INVESTIGATIONS	0	0	0.00
2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	0.00
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	0.00
2. AGENCY INVESTIGATION COSTS	\$ 0.00		\$ 0.00
3. INVESTIGATIONS COMPLETED BY CONTRACTORS (a+b+c)	17	3776	222.12
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	9	1256	139.56
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	6	1641	273.50
1. TIMELY COMPLETED INVESTIGATIONS	2	422	211.00
2. UNTIMELY COMPLETED INVESTIGATIONS	4	1219	304.75
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	2	879	439.50
4. CONTRACTOR INVESTIGATION COSTS	\$ 61,592.00		\$ 3623.06

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2010

PART X - SUMMARY OF ADR PROGRAM ACTIVITIES

INFORMAL PHASE (PRE-COMPLAINT)

A. INTENTIONALLY LEFT BLANK

B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS

	COUNSELINGS	INDIVIDUALS
1. ADR OFFERED BY AGENCY	28	28
2. REJECTED BY COUNSELEE	20	20
3. INTENTIONALLY LEFT BLANK		
4. TOTAL ACCEPTED INTO ADR PROGRAM	8	8

C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)

1. INHOUSE	1	1
2. ANOTHER FEDERAL AGENCY	5	5
3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	0	0
4. MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0
5. FEDERAL EXECUTIVE BOARD	1	1
6. 0		
7. 0		

D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)

	COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
1. MEDIATION	7	7	238	34.00
2. SETTLEMENT CONFERENCES	0	0	0	0.00
3. EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
4. FACTFINDING	0	0	0	0.00
5. FACILITATION	0	0	0	0.00
6. OMBUDSMAN	0	0	0	0.00
7. PEER REVIEW	0	0	0	0.00
8. MULTIPLE TECHNIQUES USED (Please specify in a comment box)	0	0	0	0.00
9. 0				
10. 0				
11. 0				

E. STATUS OF ADR CASES IN COMPLETED/ENDED COUNSELINGS

	COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
1. TOTAL CLOSED	8	8	284	35.50
a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	2	2	89	44.50
b. NO FORMAL COMPLAINT FILED	1	1	10	10.00
c. COMPLAINT FILED				
i. NO RESOLUTION	4	4	130	32.50
ii. NO ADR ATTEMPT (aka Part X.E.1.d)	1	1	55	55.00
e. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0	0	0.00
2. INTENTIONALLY LEFT BLANK				

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2010

PART XI - SUMMARY OF ADR PROGRAM ACTIVITIES

FORMAL PHASE

A. INTENTIONALLY LEFT BLANK

B. ADR ACTIONS IN COMPLAINT CLOSURES

	COMPLAINTS	COMPLAINANTS
1. ADR OFFERED BY AGENCY	0	0
2. REJECTED BY COMPLAINANT	0	0
3. INTENTIONALLY LEFT BLANK		
4. TOTAL ACCEPTED INTO ADR PROGRAM	0	0

C. ADR RESOURCES USED IN COMPLAINT CLOSURES (TOTALS)

	COMPLAINTS	COMPLAINANTS
1. INHOUSE	0	0
2. ANOTHER FEDERAL AGENCY	0	0
3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	0	0
4. MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0
5. FEDERAL EXECUTIVE BOARD	0	0
6. 0		
7. 0		

	COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES (TOTALS)	0	0	0	0.00
1. MEDIATION	0	0	0	0.00
2. SETTLEMENT CONFERENCES	0	0	0	0.00
3. EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
4. FACTFINDING	0	0	0	0.00
5. FACILITATION	0	0	0	0.00
6. OMBUDSMAN	0	0	0	0.00
7. MINI-TRIALS	0	0	0	0.00
8. PEER REVIEW	0	0	0	0.00
9. MULTIPLE TECHNIQUES USED (Please specify in a comment box)	0	0	0	0.00
10. 0				
11. 0				
12. 0				

E. STATUS OF CASES IN COMPLAINT CLOSURES

	COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
1. TOTAL CLOSED	0	0	0	0.00
a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	0	0	0	0.00
b. WITHDRAWAL FROM EEO PROCESS	0	0	0	0.00
c. NO RESOLUTION	0	0	0	0.00
d. NO ADR ATTEMPT	0	0	0	0.00

2. INTENTIONALLY LEFT BLANK

F. BENEFITS RECEIVED

	COMPLAINTS	COMPLAINANTS	AMOUNT
1. MONETARY (INSERT TOTALS)	0	0	\$ 0.00
a. COMPENSATORY DAMAGES	0	0	\$ 0.00
b. BACKPAY/FRONTPAY	0	0	\$ 0.00
c. LUMP SUM	0	0	\$ 0.00
d. ATTORNEY FEES AND COSTS	0	0	\$ 0.00
e. 0			\$
f. 0			\$
g. 0			\$
2. NON-MONETARY (INSERT TOTALS)	0	0	
a. HIRES	0	0	
i. RETROACTIVE	0	0	
ii. NON-RETROACTIVE	0	0	
b. PROMOTIONS	0	0	
i. RETROACTIVE	0	0	
ii. NON-RETROACTIVE	0	0	
c. EXPUNGEMENTS	0	0	
d. REASSIGNMENTS	0	0	
e. REMOVALS RESCINDED	0	0	
i. REINSTATEMENT	0	0	
ii. VOLUNTARY RESIGNATION	0	0	
f. ACCOMMODATIONS	0	0	
g. TRAINING	0	0	
h. APOLOGY	0	0	
i. DISCIPLINARY ACTIONS	0	0	
i. RESCINDED	0	0	
ii. MODIFIED	0	0	
j. PERFORMANCE EVALUATION MODIFIED	0	0	
k. LEAVE RESTORED	0	0	
l. 0			
m. 0			

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2010

PART XII - SUMMARY OF EEO ADR PROGRAM ACTIVITIES

EEO ADR RESOURCES

A. NO LONGER COLLECTED			
B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR	10274		
C. RESOURCES THAT MANAGE ADR PROGRAM (DOES NOT INCLUDE NEUTRALS AS REPORTED IN PARTS X. & XI.)	10		
1. IN-HOUSE FULL TIME (40 HOURS EEO ADR ONLY)	0		
2. IN-HOUSE PART TIME (32 HOURS EEO ADR ONLY)	0		
3. IN-HOUSE COLLATERAL DUTY (OTHERS/NON-CONTRACT)	0		
4. CONTRACT (ANOTHER FEDERAL AGENCY/PRIVATE ORGANIZATIONS)	10		
D. ADR FUNDING SPENT	AMOUNT		
	\$ 6,021.00		

E. ADR CONTACT INFORMATION

1. NAME OF ADR PROGRAM DIRECTOR / MANAGER Elena Gonzalez

2. TITLE Collaborative Action Dispute Resolution Officer

3. TELEPHONE NUMBER 202-327-5352 4. EMAIL Elena Gonzalez/PMB/OS/DOI

F. ADR PROGRAM INFORMATION

	YES	NO
1. Does the agency require the alleged responsible management official to participate in ADR?	X	
1a. If yes, is there a written policy requiring the participation?	X	
2. Does the alleged responsible management official have a role in deciding if the case is appropriate for ADR?		X

CERTIFICATION AND CONTACT INFORMATION

I certify that the EEO complaint data contained in this report, EEOC Form 462, Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints, for the reporting period October 1, through September 30, 2010 are accurate and complete.

NAME AND TITLE OF CERTIFYING OFFICIAL: Inez Uhl, Equal Employment Opportunity Officer

SIGNATURE OF CERTIFYING OFFICIAL: (Enter PIN here to serve as your electronic signature) 6884

DATE: 11/1/2010 TELEPHONE NUMBER: 703-358-2396 E-MAIL: Inez_Uhl@fws.gov

NAME AND TITLE OF PREPARER: Judy R Banks, Records Management Specialist

DATE: 11/1/2010 TELEPHONE NUMBER: 202-208-3856 E-MAIL: Judy_Banks@ios.doi.gov

The FY 2010 report (with the PIN entered) is due on or before November 1, 2010.

Appendix A - Comments

AGENCY: Fish And Wildlife Service - YEAR: 2010

rt 1

FWS - I.D.1 Counselings - After the reporting period of FY 2009, 6 cases closed via, 1 withdrawal, 2 settlements and 3 FADs-Merit.

Part 8

FWS - VIII.A.3 Pending Oldest Case - The oldest case, Joan M. Marchi, FWS-04-023, EEOC No. 160-2005-00246X, is pending hearing. .

Part 12

FWS - XII.C.1 In House Full Time - Preparer misunderstood the error. This confirms that we have no contract ADR employee.